

Person Proxy Bill + Payment

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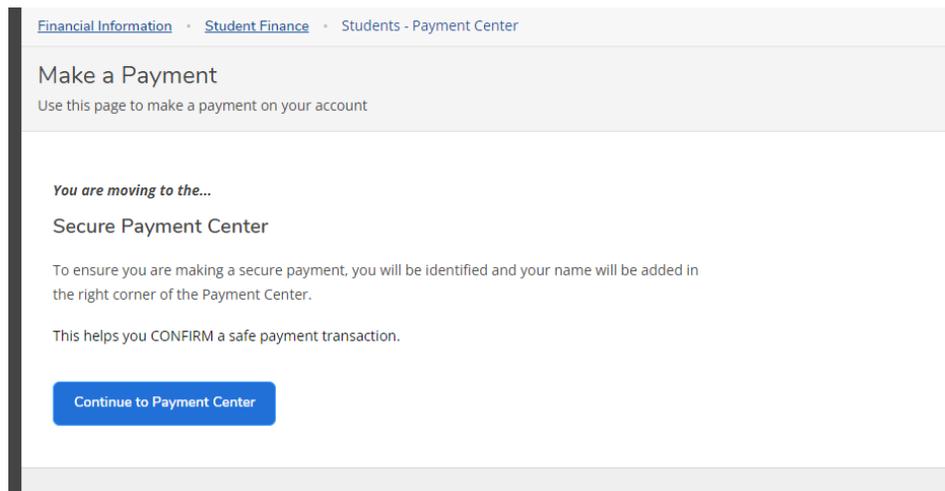
How do I create an account on Bill+Payment?

Students are automatically enrolled in Bill+Payment, McDaniel College's online tuition billing and payment system. Students can log into Bill+Payment using their McDaniel College username and password. A person other than the student wishing to submit a payment must be added as a **Person Proxy in Self-Service** by the student in order to access Bill+Payment. This may include parents/guardians/spouses/grandparents, etc.

How do I access Bill+Payment – Students?

Your current account summary, statement, and access to Bill+Payment are available on McDaniel College's Portal using the Self-Service Menu.

1. Log into <https://selfservice.mcdaniel.edu>
2. Select Menu -> Student Finance
3. Select the "Make A Payment"



1. If this is the first-time accessing Make-A-Payment, you will need to re-enter your McDaniel credentials. Once you Sign-In you will be re-directed to Bill+Payment.

How do I add a Person Proxy?

Log into Colleague <https://selfservice.mcdaniel.edu>

1. (link may be found under Quick Links at my.mcdaniel.edu)
2. In the upper right corner, click on your username
3. Select View/Add Proxy Access
4. Click on the Select a Proxy drop down menu and select the person you wish to give access to.
5. Check that the email shown for them is correct. Emails will be sent to this address with information on how to access Self-Service. If the address is not correct, submit a completed [Self-Service Proxy Request form](#) with the correct information to the Registrar's Office **before** you add the Person Proxy.
6. Designate the access you wish to grant
7. Read and agree to the Disclosure Agreement at the bottom on the page.
8. Click Save
9. Once you've designated a proxy, the proxy will receive an email indicating that access has been granted. You will receive a copy of the email as confirmation.
10. You'll be able to see your designated proxies under Active Proxies and can change their access by clicking on the pencil icon.

The screenshot shows the 'View/Add Proxy Access' page in the McDaniel College self-service portal. The page has a dark sidebar on the left with navigation options: Home, Financial Information, Academics, User Options (expanded), User Profile, Emergency Information, View/Add Proxy Access (selected), and Required Documents. The main content area has a header with 'MCDANIEL COLLEGE' and user options like 'myhouse', 'Sign out', and 'Help'. Below the header, there's a breadcrumb trail 'User Options > View/Add Proxy Access' and the page title 'View/Add Proxy Access'. A blue information box states: 'You have granted access to the following individual(s). Click on the pencil icon to the right of each name to review and make edits. To add a proxy, go to the "Add a Proxy" section below. If you do not see the "Add a Proxy" section, you may submit a completed self-service person proxy request form to the Registrar's Office. Click here to access the form: [Self-Service Person Proxy Request Form](#)'. Below this is a table titled 'Active Proxies' with columns: Name, Proxy Access, Relationship, Effective Date, and an edit icon. The table lists two proxies: Shaggy Rogers and Velma Dinkley, both with 'Parent' relationships and 'Student Finance, Financial Aid, General, Academics, Tax Information' access, effective from 6/17/2020. Below the table is an 'Add a Proxy' section with a blue information box: 'To add a proxy, select an individual from the drop-down list to "Select a Proxy". If you do not see the "Select a Proxy" option, you have previously added all qualifying individuals. If you wish to add an individual who does not appear on the drop-down list, please submit a completed self-service person proxy request form to the Registrar's Office. Click here to access the form: [Self-Service Person Proxy Request Form](#)'. At the bottom, there is a 'Select a Proxy' dropdown menu with 'Please Select' as the current selection.

How does a Person Proxy user access Bill+Payment?

Access <https://selfservice.mcdaniel.edu>

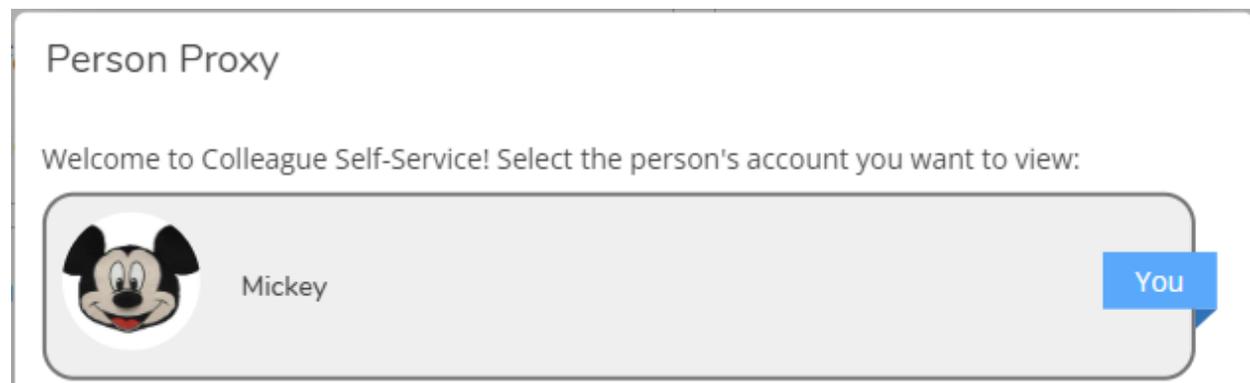
Use the McDaniel College credentials that you received in separate 2 emails from regoffice@mcdaniel.edu.

- **Email 1**
Subject: Access granted to (Student's Preferred Name 's information at McDaniel College.
The message will contain the Proxy's College ID.

- **Email 2**
Subject: Information about your proxy access at McDaniel College
The message will contain the Proxy's username and instructions.

Self-Service login screen for Person Proxy:

When logging in as a Person Proxy, select the person's account that you want to view.



Continue

Self-Service Proxy view - > select Student Finance

Shaggy acting on behalf of Mickey [Change User](#)

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Grades**
Here you can view your grades by term.

Student Finance-> Select Make a Payment

Shaggy acting on behalf of Mickey [Change User](#)

[Financial Information](#) > [Student Finance](#) > [Account Summary](#)

Account Summary

View a summary of your account

Account Overview

			Helpful Link
Amount Overdue	\$0.00		Undergrad Tuition
<hr/>			UG Health Insurance
Total Amount Due	\$0.00	Make a Payment	Meal Charge
<hr/>			Excess Title I
Total Account Balance	\$0.00	Account Activity	Bill+Payment
<hr/>			Make a Payment
2018 Fall Undergraduate	\$0.00		
2017 Fall Undergraduate	\$0.00		
2016 Fall Undergraduate	\$0.00		
2016 Fall Graduate	\$0.00		

Select Continue to Payment Center –

First time you will need to re-enter their McDaniel College Credentials.



Welcome to Bill + Payment

Existing Authorized Users

Enter your credentials below. This is a one time step to link your accounts. Once this is complete, you will no longer use the existing authorized user login page.

[Forgot Password](#) [Login](#)

Create New User

If you do not have a user account, please create one below.

[Create New User](#)

If Person Proxy is already a Bill + Payment Authorized User, enter “Existing Authorized Users” credentials. This is a one-time step to sync the Authorized User account in Bill + Payment to Person Proxy credentials.

If Person Proxy is new to Bill + Payment, enter their email under “Create New User”. To make a payment on a student’s account, “Select Student” drop down on right side of page.

My Profile

Personal Profile | Payment Profile

*Full name: Shaggy Rogers [Edit]

Login ID | Email address: SHAGGYROGERSMCDANIEL@GMAIL.COM [Edit]

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages.
 Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number [Edit]

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

How do I view the current account balance on Bill+Payment?

Students and Person Proxy: After logging in to Bill+Payment, you may view your current account balance in two locations on Bill+Payment:

- A. When you first log into Bill+Payment, your current balance is listed under "Student Account" on Bill+Payment’s Home 🏠 screen.

Announcement

Welcome to the McDaniel College Student Account Center!

You can view your current account activity and make payments. You can also allow your parents or guardians to access your account to make payments and view your current account activity.

Student Account		ID: xxx3644
Balance		\$1,405.90
Make Payment	View Activity	
Term Balances		
2017 Summer Undergraduate		\$1,405.90

- B. Your current balance is found on the "Account Payment" screen when you select "Make a Payment".

Account Payment

Amount	Payment method	Confirmation
--------	----------------	--------------

Select Payment

Pay by term:

2017 Summer Undergraduate

\$1,405.90

Payment date: 6/28/17

Memo:

Continue

How do I make a payment through Bill+Payment?

Students and Person Proxies can make payments from your checking/savings account or via credit card in Bill+Payment. **Please note that all credit card payments will be assessed a convenience fee equal to 2.95% of your payment, or a \$3.00 minimum fee (whichever is greater).**

How do I make an electronic check payment from a checking or savings account?

1. Select "Payments" from the menu or "Make a Payment" from the "My Account" screen.
2. Click on the "Make a Payment" button on the "Payments" screen.
3. Input the amount that you would like to pay in the blank payment field next to your account balance on the "Account Payment" screen.
4. Click on the "Continue" button.

Account Payment

Current Account Status

Student Account

Balance:

\$1,400.90

Make a Payment

View Account Activity

Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Select Payment

Pay by term:

2017 Summer Undergraduate

\$1,400.90

\$

Payment date: 6/28/17

Memo:

[Continue](#)

5. Select "New Electronic Check (checking/savings)" from the drop-down on the "Payment Method" screen.
6. Click on the "Select" button.

Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Select Payment Method

Payment amount: \$100.00

Payment method:

[Select](#) [Back](#) [Cancel](#)

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

7. Next, enter the routing number and account number from your checking or savings account and your billing address. You also have the option to save your account information for future payments. Then click "Continue". Please Note: Payment must be made from traditional personal accounts. The system will not accept a payment from a corporate or specialty account.
8. Review the Terms & Conditions of the transaction on the "Confirmation" screen, prior to finalizing your payment. If you agree to the terms and conditions, click on the box next to "I agree to the above terms and conditions". Then click on "Submit Payment".
9. Print a payment receipt for your records. You will also receive an email from bursaroffice@mcdaniel.edu with "Thank you for your payment" in the subject. The email will contain the following information:
 - Student Name:
 - Account Number: xxx9999

Term:
Payment Method:
Amount:
Description: [Student Account Payment]
Convenience Fee:
Confirmation Number:
Authorization Code:

How do I make a credit card Payment?

Students and Person Proxy: You can make a credit card payment in Bill+Payment using the following cards: Visa, MasterCard, American Express, Discover, Diners Club International, JCB, UnionPay, BCard and DinaCard. **Please note that all credit card payments will be assessed a convenience fee equal to 2.95% of your payment, or a \$3.00 minimum fee (whichever is greater).**

1. Select "Payments" from the menu or "Make a Payment" from the "My Account" screen.
2. Click on the "Make a Payment" button on the "Payments" screen. "Account Payment" screen: Input the amount that you would like to pay in the blank payment field next to your account balance (see below). Then, click on the "Continue" button.
3. Select "Credit Card via PayPath" from the drop down box on the "Payment Method" screen. Click the "Select" button.

Account Payment

Amount	Payment method
--------	----------------

Select Payment Method

Payment amount: \$10.00
Payment method:
Credit Card via PayPath

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

4. Review your payment details on the "Confirmation" screen and select "Continue to PayPath". After making this selection, you will be redirected to the PayPath Payment Service screen to start your credit card transaction.

Account Payment

Amount	Payment method	Confirmation	Payment Receipt
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Review Details

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment amount:

\$10.00

Payment type:

Credit Card through PayPath®, a tuition payment service.

[Continue to PayPath](#)

[Back](#)

[Cancel](#)

5. Select "Continue" on the "PayPath Payment Service" screen to proceed with your payment. "Service fee subject to change."

1. Amount → 2. Card Information → 3. Submit → 4. Receipt

Payment Card Information

PayPath Payment Service accepts:



***Indicates required fields**

*Name on card:

*Card account number:

*Card expiration date:

*Card security code: [What is this?](#)

Billing Address

Check if address is outside of the United States:

*Billing address:

*City:

*State:

*Zip code:

*Email address:

*Confirm email address:

Phone number:

[Continue](#) [Cancel](#)

6. Review the transaction details on the "Submit" screen which includes the amount of the convenience fee. Please also read the terms and conditions. If you agree to the terms and conditions, click on the corresponding box and submit your payment.
7. Print a payment receipt for your records.