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Getting to Your Online Account

There are three ways to access your online billing statement. Please note that students are automatically provided access to their bills, and will receive any correspondence regarding bills to their Capital University email address. You should add parents or anyone else who should have access to receive correspondence as an Authorized User. See page 10 for instructions on adding an authorized user.

1. Go directly to the [http://www.capital.edu/ebill](http://www.capital.edu/ebill)

OR

2. Log in to WebAdvisor at [https://webadvisor.capital.edu](https://webadvisor.capital.edu) and select **Epay** Touchnet Page from the student home screen

OR

3. Follow the link provided in your billing statement email.

Each month a new ebill will be issued to any student attending Capital University. You may also receive additional ebills throughout the semester should your registration status change. You will receive an email like the one to your left advising you when a new ebill has been issued and is available online. All correspondence will be sent to your Capital University email account and any authorized user account that has been created. Your ebill can be printed or viewed at your convenience.
Accessing Your Online Account

Once you reach the Student Account Suite, you will have the option to login with your student information or Authorized User information.

Students will use their seven digit University ID number and their seven digit University PIN. See below for information on getting your PIN.

Authorized Users can log in with their email address and password. See Adding an Authorized user on page 10 for more information.

We will send an email to your Capital University email account that includes your Student ID Number and Touchnet PIN. Your PIN cannot be changed once assigned, so be sure to save this information.

This email is your official notification of your TouchNet PIN number that has been assigned.

Student ID # XXXXXXX
TouchNet PIN # XXXXXXX

You are required to include your student ID and PIN number to access your ebill account or to make an Automated Clearing House (ACH) or credit card payment online. You will not have the ability to change this PIN number. Please retain this information to be able to access your student account records.

You will receive an email notification stating that you have an ebill that is ready to be viewed. Please click on the link on your ebill and enter your ID number and your PIN number to access your account.

This is an automated email for information purposes only.

Should you have any questions, please email studentaccounts@capital.edu or call 614-236-6123.

Sincerely,
Jeffrey L. Cisco
Director, Student Accounts
After logging in, the ebill system Home Page will display. From here you can view ebills, review recent account activity, and make payments. The tabs on the upper portion of the screen allow easy navigation through the site.

Click on **latest bill** to access your most recent ebill.

Click on **eBills** to access current and prior bills.

To make a payment on your account, select the **Payment** tab or **Make a Payment** and then click on Pay.

More information is available in the **Making a Payment** section on page 6.

Click on the View Account Activity button, or the **Account Activity** tab to see transactions that have transpired since your last statement.

Make sure you select the appropriate semester in the **View Transactions by Term** field.
Viewing Your Bill

You can get to your bill by clicking on the Ebills tab and selecting the desired statement date from the drop-down list.

- The Statement Amount includes pending Financial Aid, if applicable.
- The Current Balance is the real-time statement balance.
- Click on View to see the full bill, or Pay to make a payment.

Make sure you maintain the required number of hours required to receive your financial aid.

Please review the comments section for important information and dates.
Making a Payment

1. To make a payment on your account, select the Payment tab from the top navigation.

2. Click on Make a Payment below your current balance.

   Note that the balance shown is not the required payment amount. This is the real-time balance, and you will have the opportunity to input the specific amount you want to pay.

3. On the next screen, enter the desired payment amount in the box next to the current balance. Click Continue.

4. Select the desired payment type from the drop-down list.
For WebCheck Payments

1. Enter your checking or savings account information. Note that you can save your payment method for future use. You can add, delete or change saved payment methods at any time.

2. Click **Continue**.

3. On the next page, review your payment information for accuracy.

4. You MUST check the terms and conditions agreement box and click the **Submit Payment** button in order for your payment to be processed.

Once you submit your payment, a confirmation email will be sent to your Capital University email address with the payment details. You can also print the payment confirmation page for your records.
For Credit Card Payments

After selecting Credit Card from the payment type list, you will be taken to the account payment screen. Your credit card payment will be handled through the Paypath online payment service.

1. Confirm that the payment amount listed is the amount you want to pay. A 2.75% (minimum $3.00) service fee will be added to this amount. You will see this fee on the Payment Confirmation page before your payment is processed.

2. Click Continue to Paypath.

3. On the welcome screen, click Continue.

4. Confirm the correct Payment Amount.

5. Click Continue.

6. On the Payment Card Information page, enter your card information and billing address.

7. Click Continue.
8. On the confirmation page, review your payment details for accuracy. Note the addition of the PayPath Service Fee to the Total Payment Amount.

9. You MUST check the terms and conditions agreement box and click the Submit Payment button in order for your payment to be processed.

10. To submit your payment for processing, click Submit Payment.

   If you need to make changes, click on Change Information.

   To cancel the payment, click Cancel.

Once you submit your payment, a confirmation email will be sent to your Capital University email address with the payment details. You can also print the payment confirmation page for your records.

**Accessing Your Payment History**

1. To view a history of your payments, select the Payments tab from the main navigation.

2. On the Payment History screen, make a selection under each heading to select the desired criteria.

3. Click on View Payment History to see your results.
**Adding an Authorized User**

FERPA regulations prevent us from sharing information with anyone without express consent of the student. To gain access to student account information, anyone else must be added as an Authorized User by the student. We cannot add Authorized Users for you.

If you have not added an Authorized User to your account, you will be the only person that has the ability to receive ebills and make payments to your account.

1. To add an Authorize User, select the **Authorized Users tab** and click on the **Add an Authorized User** button.

2. Enter the **email address** for the Authorized User and answer the two questions listed.

3. Click **Continue**.

4. Review the Authorized User Agreement. Check the box next to **I Agree**, and click **Continue**.

5. The Authorized User will receive an email to the address provided with their login information.