In support of sustainability efforts at Bowdoin, the College publishes student bills solely online through Bowdoin’s Online Billing & Payment System (“online system”). We anticipate that bills for the fall semester 2015 will be available by Thursday, July 9, 2015, and will be due Friday, August 7, 2015.

**Online Billing & Payment System**

The online system is divided into two gateways -- one for the college bill and one for the student’s campus card, called the OneCard. College billing statements are generated each month for accounts having either a balance due or a credit balance. When a new student billing statement is posted online, each student receives a message at his or her Bowdoin email address. Students may also designate access for parents and others who also will then receive email notices any time a new statement is ready. (Please note that “real time” activity for the student bill is not offered at this time).

Students and users they have created may view, print, and/or pay the college bill and make deposits to the student’s OneCard, all online. Payments for the college bill are made by electronic check (sometimes called an eCheck in the system), whereas deposits to the OneCard may also be made by debit or credit card. More about the OneCard and its uses, on and off campus, can be found at [http://www.bowdoin.edu/onecard/](http://www.bowdoin.edu/onecard/).

**Student Initial Login**

Before the student may log in to the online system, he or she first needs to activate the Bowdoin login credentials provided by Bowdoin’s Information Technology Dept. via email in May. Once the student has completed activation, the student may access the online system by logging in with his or her Bowdoin username and password at [http://onlinepayment.bowdoin.edu](http://onlinepayment.bowdoin.edu). In order to be notified when the tuition bill becomes available, we strongly recommend that students complete this process by July 5.

**Granting Online Statement Access to Parents and Guardians**

For someone other than the student to receive notice of the statement, view, and print it, the student must first activate a user account for each person, called an Authorized Payer. In order for Authorized Payers to be notified when the tuition bill becomes available, we strongly recommend that students create Authorized Payers by July 5.

**How the Student Creates an Authorized Payer**

- Go to [http://onlinepayment.bowdoin.edu](http://onlinepayment.bowdoin.edu), and log in with Bowdoin username and password.
- Click on Authorize Payers in the left navigation bar or menu.
- Be sure to read the FERPA (Family Educational Rights and Privacy Act of 1974) statement.
- Click Add New and fill in all of the fields displayed.
- Click Add to complete the process, or Cancel to stop the process.
- Discreetly communicate the password to the Authorized Payer.

**Authorized Payer Initial Login**

- Obtain password from student.
- Open email from bursar@bowdoin.edu containing username. (Note: user may need to add this email address to contact list or address book to prevent it from being treated as spam or junk mail).
- Log in at [https://quikpayasp.com/bowdoin/bursar/authorized.do](https://quikpayasp.com/bowdoin/bursar/authorized.do)
- Change password when prompted.
- Select User Preferences from menu and review choices. This is the area where the user may change email addresses and elect email notifications. Bill arrival email is selected by default, but may be de-selected; email notification of online payment confirmation is also offered.
Message Board
This is the first page where users are taken when logging in each time. Announcements and deadlines for processes related to student fees are displayed here. Content changes periodically according to the time of year, so it is well to review this page from time to time.

Payment Profiles
Optional payment profiles may be set up to store bank accounts and credit or debit cards to avoid re-entering account information each time a payment is made. If a user chooses to store account information in a profile, he or she must also remember to update that profile if the associated bank account or credit/debit card changes.

Viewing or Printing the Statement
Under the menu item View Accounts, the user may view the most recent student account statement and a history of all statements. On the statement history page, the user may open any statement and its email notice.

Statements are also available in a printable format, denoted by a PDF icon labeled “Printable Statement” displayed just above the student’s name. Click on the icon to open the form. Mailing addresses for payments sent by mail and for the Bursar’s Office are located at the bottom of the first page. See the last page of the form for wire transfer instructions and information about statement content.

Payment for Tuition and Fees
While electronic payments may be made from United States checking or savings accounts through the College’s online system, payments by physical check are perfectly fine. Mailing instructions for various types of checks can be found at http://www.bowdoin.edu/bursar/ tuition-payment/onlinebilling-paymentmethods.shtml. The College does not accept student account payments by credit card. Debit cards also cannot be used; instead use the routing and account numbers for the card’s associated bank account, which will create an electronic check.

Retrieving Lost or Forgotten Passwords
If a Login Name or Password is forgotten, either or both can be generated from the login page, which is then emailed to the user’s stored address. If a payment profile has been stored in the system, the user will be required to validate the bank account information as proof of identity when requesting a password reset.

Guest Payers
Anyone can make a payment for the student’s college bill or OneCard from the Guest Payer gateway, located in the left navigation bar at http://onlinepayment.bowdoin.edu. The individual only needs the student’s Bowdoin ID number and first and last names to gain access. Those entering the system as Guest Payers cannot access the student’s account statement and cannot store payment profiles. Payments made by an Authorized Payer in the Guest Payer gateway are not stored in the Authorized Payer’s Transaction History of their online payments.

Further information about payments and student accounts can is located at http://www.bowdoin.edu/bursar/ tuition-payment/onlinebilling-paymentmethods.shtml. You may also contact the Bursar’s Office as below, or by email at bursar@bowdoin.edu.