

College PrinBill Guide 2010-2011

PrinBill is Principia's online billing and bill payment service. Principia bills are viewable online, and payments can be made using secure online access electronically from your U.S. checking or savings account or by credit card (MasterCard, Discover, or American Express).

This Guide highlights the most important aspects of the PrinBill service and can be found on www.PrinBill.com.

PrinBill Guide Sections:

- Student Login
- Authorized User Login—Parent Access
- Monthly Billing Statements (eBill)
- Payment Methods
- Monthly Installment Payment Plan
- Payments on a Student Account from Multiple Households
- How to Pay an Amount Online Different than the Monthly Installment Amount
- International Payments
- Changing Email Addresses, Passwords or Banking Information
- Billing Services Support Contact Information

Student Login

College students can access PrinBill through their Self-Service Banner (SSB) account with their personal, secure login. New students will receive their login and password information in two separate emails during the summer. Continuing students will use their existing SSB login and password to access PrinBill. Please remember to protect this login as it provides access to any stored account numbers.

Authorized User Login—Parent Access

For parents of students attending Principia College, a personal Authorized User login can be provided which gives access to the student PrinBill account. This access is authorized by the student, and is for PrinBill information only, and does not allow access to grades, registration or other student information. Students can grant authorized user access to parents by going to the Authorized User tab on the home page of their PrinBill account and entering the parent's email address.

If you have more than one student attending Principia College, your Authorized User login will give you access to all of their PrinBill accounts. To log in as an Authorized User, click the "Authorized User Login" button on the www.PrinBill.com home page.

To access multiple student accounts without the need to log out and back in to PrinBill, choose "Select Student" tab at the top of the students' home page.

Monthly Billing Statements (eBill)

Billing statements are available online at www.PrinBill.com by selecting the eBill tab at the top of the student's Home page. You will see the most recent monthly billing statement. Prior monthly statements are also available in the drop down menu next to the "View Statement" field.

Payment Methods

Available payment methods include electronic bank withdrawals, credit card payments, or checks. The following credit cards are accepted: MasterCard, American Express, and Discover (Visa is not accepted by the PrinBill system due to Visa restrictions). Credit card payments incur a convenience fee of 2.75% (\$3.00 minimum per transaction). There are no fees for paying by electronic bank withdrawal.

Check payments should be mailed to the following address:

The Principia - Attn: Cashier
13201 Clayton Road
St. Louis, MO 63131-1002

Monthly Installment Payment Plan

College charges may be paid over three months during the college term. There is no fee for the use of this installment plan. The payment plan starts in August, with the first payment due on August 26th. Each subsequent payment is due by the 26th of the month. A late charge of 1% will apply for payments not received by the due date.

Enrollment in the installment payment plan is only for one term. Re-enrollment is necessary at the beginning of each term before the 26th due date in August, December and March.

If you do not enroll in a payment plan, the total amount due for the term must be paid by August 26th (Fall term); December 26th (Winter term); and March 26th (Spring term) to avoid late charges.

College related costs that are charged to your billing account are included in the payment plan. As charges are incurred throughout the term, they will be added to the plan and spread out over the remaining months of the payment plan. **Note: New charges added to accounts increase all remaining open monthly installment amounts. This is likely to create larger monthly installments at the end of the payment plan.**

The person who will be paying the PrinBill account should enroll in a payment plan. The last four digits of your student Principia ID number (begins with P01...) are also needed. It can be found on the most recent monthly billing statement (eBill tab at the **top** of PrinBill.com), or by contacting Billing Services (see last page for contact information).

Directions for Payment Plan Enrollment

1. Choose Payment Plan tab at top of the Home page
2. Choose Sign Up for a New Payment Plan
3. Select College Fall Term (or applicable term) Payment Plan
4. Details of the plan will be shown, choose "Continue"
5. Review and choose "Display Payment Schedule"
6. Answer the question – "Would you like us to schedule future payments for your payment plan installments?"

Yes, I want to schedule my future installment payments for this payment plan.

- If you choose "Yes" the monthly installment amount due will be "automatically" deducted from your designated checking or savings account on the 26th of each month during the term of the payment plan. The person enrolling in the payment plan can view and edit these scheduled payments in the Payments Plan tab. Changes for the current month must be made **before** the 26th of the month.

No, I don't wish to schedule installment payments. I will pay each installment before the due date.

- If you choose "No" you will need to manually make your payment each month. You will have the flexibility to choose your payment method and payment date.

Payments on a Student Account from Multiple Households

If more than one household is paying on a student account, do not choose "Yes" to schedule the future monthly installment payments when you enroll in a payment plan. The system will not let you change the amount of future scheduled monthly installment payments within the payment plan. You are able to pay an amount that is different than the monthly installment amount by following the instructions in the section below.

How to Pay an Amount Online Different than the Monthly Installment Amount

If you are enrolled in a payment plan and would like to make an online payment through PrinBill that is either more than or less than the monthly installment amount, click on the Payments Tab. Near the top right you will see a blue "Pay" link beneath the word "Action" and next to the "Total Balance". When you follow that link you will choose the amount you would like to pay, and the date of the payment.

International Payments

Options for international payments include wire transfer, credit card (Mastercard, Discover, and American Express), or checks payable in U.S. dollars. Please contact Billing Services (see contact information on last page) for wire transfer instructions and answers to any questions you have about international payments.

Changing Email Addresses, Passwords or Banking Information

- To change your email address or your password, please go to the My Profile tab on the student's home page. Select "Personal Profile" and make changes.
- To change your saved bank account information, please go to the My Profile tab on the student's home page. Select "Payment Profile" and add new bank information with a new "nickname." After completing the new bank information, you may choose to delete your former information by clicking on the X next to it. If you have a payment plan attached to a bank account, go to Payment Plan tab and select "Change" (top right column) to choose the new bank information for the existing payment plan.

Principia Billing Services Support Contacts

| <u>Contact Person</u> | <u>Phone</u> | <u>Toll-Free Phone</u> | <u>E-mail</u> |
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| Mac Estes | 618.374.5141 | 800.277.4648, ext. 2828 | Mac.Estes@Principia.edu |
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