

## PrinBill Payment Example:

Log in to the account at [www.prinbill.com](http://www.prinbill.com) with your student SSB log in or with your authorized user email address and password. Click on the green "Make a Payment" button in the Current Account Status Box.

The screenshot shows the PrinBill website interface. At the top right, there is a link for help and a 'Logged in as:' indicator. The navigation menu includes 'My Account', 'Payments', 'Payment Plans', and 'eBills'. Below this, there are sub-menus for 'Account Activity', 'My Profiles', and 'Authorized Users'. The main content area is divided into two columns. The left column contains 'Account Alerts' (no alerts at this time) and 'Announcements' with details on viewing eBills, hours of operation (7 days a week from 6:30 a.m. to 1 a.m. Central Time), and scheduled maintenance. The right column is titled 'My Account' and features a 'Current Account Status' box with a 'Current Balance' section containing two green buttons: 'Make a Payment' and 'View Account Activity'. Below this is a 'Statements' section with an 'eBill Statement' and a note that a new bill was delivered on 6/30/11. Fields for 'Account Type', 'Statement Date', and 'Bill Amount' are also present.

Click on the "Make a Payment" green button in the Account Payment Box.

The screenshot shows the PrinBill website interface for the 'Account Payment' section. The navigation menu is now 'Payments', 'Payment Plans', and 'eBills'. Below it are sub-menus for 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and contains a yellow box with the text: 'Current balance includes activity since your last statement, including recent payments and new charges.' Below this, a table shows the current balance and statement amount, both at \$36.25. At the bottom of the yellow box is a green button with a play icon and the text 'Make a Payment', which is being clicked by a mouse cursor.

Current Balance:	\$36.25
Current Statement Amount:	\$36.25

Note: Your Current Balance reflects updated account activity since the last eBill statement was generated at the end of the prior month. The Current Account Balance could be different than the Current Statement (eBill) Amount if you made a payment, or if your student incurred additional charges.

Be sure to click to fill in the circle radio button next to the amount you would like to pay. You can also edit your amount and payment date as needed. The memo line is optional (like the memo line on a paper check). When you have completed the amount and date for your payment, click the green "Continue" button.

The screenshot shows the PrinBill website interface. At the top, the logo 'PrinBill' is on the left, and 'Need help: Click here for contact info' and 'Logged in as:' are on the right. Below the logo is a navigation bar with tabs for 'My Account', 'Payments', 'Payment Plans', and 'eBills'. Underneath, there are sub-tabs for 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and features a 'Payment Amount' section. This section includes a 'Select Payment' area with a radio button selected for 'Current account balance: \$36.25'. To the right, there is a 'Payment Date:' field with '7/18/11' entered and a 'Memo:' field. A green 'Continue' button is located below the payment options. At the bottom of the 'Account Payment' section, there are three expandable sections: 'Payment Method', 'Payment Confirmation', and 'Payment Receipt', each with a right-pointing arrow.

[Instructions continue on the next page →]

Choose your saved payment method from the drop down menu, or enter your personal checking or savings account bank account routing number and account number. Continue by clicking on the green "Select" button.

The screenshot shows the PrinBill website interface. At the top, the PrinBill logo is on the left, and there are links for "Need help: Click here for contact info" and "Logged in as:". Below the logo is a navigation bar with tabs for "My Account", "Payments", "Payment Plans", and "eBills". Underneath, there are sub-tabs for "Account Payment" and "Payment History". The main content area is titled "Account Payment" and contains several sections: "Payment Amount", "Payment Method", "Payment Confirmation", and "Payment Receipt". The "Payment Method" section is expanded and shows a form with the following elements: "Payment amount: \$36.25", "Payment method: Select Payment Method" (a dropdown menu with a mouse cursor over it), a green "Select" button, and a note: "\*Credit card payments are handled through PayPath™, a tuition payment service, unless scheduled for a future date." Below the note are two green buttons: "Prior Step" and "Cancel".

[Instructions continue on the next page →]

Review your information in the Payment Confirmation box and click on the green “Submit Payment” box to process your payment.

PrinBill

Need help: Click here for contact info  
Student Account for:  
Logged in

My Account Payments Payment Plans eBills

Account Payment Payment History

### Account Payment

▶ Payment Amount

▶ Payment Method

▼ Payment Confirmation

**Submit Payment**

Please review the transaction details, agree to the terms and conditions, then submit your payment.

Payment date: 7/18/11  
Payment amount: \$36.25  
Account type: Checking

Submit Payment Prior Step Cancel

▶ Payment Receipt

If your payment processes successfully, you will receive a Payment Receipt with the payment information summary that you can print for your records. PrinBill will also send you a confirmation email.

Thank you!!

### Billing Services Contact Information:

<u>School Accounts:</u>	<u>Email address</u>	<u>Direct Phone Number</u>
Cheryl Carbonell	<a href="mailto:cheryl.carbonell@principia.edu">cheryl.carbonell@principia.edu</a>	314-514-3122
<u>College Accounts:</u>		
Mac Estes	<a href="mailto:mac.estes@principia.edu">mac.estes@principia.edu</a>	618-374-5141