

# SETON HALL | LAW

## ALLOW SOMEONE ELSE TO VIEW & PAY YOUR E-BILL

### FOR THE STUDENT:

Login to LawNet / PirateNet account (<http://lawnet.shu.edu>)

Click on “My Info” tab

Select “View and pay my account” within the “My Account” section

The screenshot displays the 'My Info' section of the LawNet/PirateNet portal. At the top, there are navigation tabs: 'Main Deck', 'My Community', 'Offices & Services', and 'My Info' (which is selected and highlighted in yellow). The date 'July 12, 2013' is shown in the top right corner.

The main content area is divided into several panels:

- Blackboard Courses & Communities:** Shows a list of courses for 'Sum 13', including '2013\_SUMMER\_HLTH750455 HIPAA and Health Privacy' and '2013\_SUMMER\_PRMD922055 Advanced Legal Research'. A notification indicates 'Homework due July 7' on 'Jul 8, 2013'.
- Health Insurance Waiver:** Contains an important notice about New Jersey State law regarding health insurance for full-time students and a link to 'Submit Health Insurance Waiver'.
- My Account:** This panel is highlighted with a yellow circle. It contains the link 'View and pay my account' and 'Refund Authorization Request'.
- Student Grades:** Displays 'No Data Found' and a dropdown menu to 'Select Another Term' with a 'Go' button.
- Financial Aid Steps:** Lists four steps: 1. Accept/Decline Your Awards Now, 2. View Required Documents, 3. Complete Entrance Counseling for Loans, and 4. Complete Master Promissory Note.
- Banner Self-Service:** Includes a link to 'Banner Self-Service'.
- Registration Tools:** Lists 'Procedures, Schedules & Eligibility', 'Look Up Classes', and 'Add or Drop Classes'.
- Financial Aid Requirements:** Shows '2013-2014 AWARD YEAR Requirements Fund Status Message' and a dropdown menu to 'Choose Another Year' with a 'Go' button.
- Helpful Links:** Includes links for 'Social Networking' (SHU Law on Facebook, SHU Law on Flickr), 'Submit Feedback', and 'Submit a Service Request'.

# Click "Pay My Bill"

Search

## How to pay my bill:

- Pay online by e-check by accessing PirateNet. There is no fee associated with a payment by e-check. An e-check option may not be available if Seton Hall has previously received returned payments.
- Pay online by credit card by accessing PirateNet. American Express and MasterCard are accepted. A convenience fee of 2.75% of the amount charged is assessed.
- Mail check or money order, payable to Seton Hall University, together with the top portion of your bill to:  
Seton Hall University  
P.O. Box 416942  
Boston, MA 02241-6942

Please list the student ID number on the check or money order.

The University offers payment plans through an outside organization, TuitionPay. Please contact TuitionPay at (800) 635-0120 or [www.TuitionPay.com](http://www.TuitionPay.com) for more information.

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# Under the "My Account" tab, click "Authorized Users"

My Account **Payments** Payment Plans eBills eDeposits eRefunds

Account Activity My Profiles **Authorized Users**

### Account Alerts

To have your refunds deposited directly, complete your setup on the [Refund Account Setup](#) page.

### Announcements

Please check back - no announcements at this time.

### My Account

<b>Current Account Status</b>	
<b>Balance:</b>	<b>\$4,439.00</b>
<b>Payment Plans</b>	
<b>Spring 2013 3 Pmt</b>	<b>\$4,990.00</b>
<b>Other Charges</b>	
<b>Not Included in Plan:</b>	<b>\$0.00</b>

### Statements

**eBill Statement**

Your **latest bill** for Student Account was posted on 6/12/13.

<b>Account Type:</b>	<b>Student Account</b>
<b>Statement Date:</b>	<b>6/12/13</b>
<b>Bill Amount:</b>	<b>\$0.00</b>

Enter their email address and select the items you would like to provide access for:

- i. Allow person to view billing statement Yes/No
- ii. Allow person to view payment history Yes/No

**Authorized Users**

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Add Authorized User

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement?  Yes  No

Would you like to allow this person to view your payment history?  Yes  No

**Continue** **Cancel**

Agree to terms. You may choose to print or click “Continue” again.

**Agreement to Add Authorized User** [X]

I hereby authorize **Seton Hall University** to grant warrenja@shu.edu full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Tuesday, June 25, 2013.

For fraud detection purposes, your internet address has been logged:  
149.150.236.46 at 6/25/13 11:14:43 AM CDT

**ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.**

Please check the box below to agree to the terms and continue.

I Agree

**Print Agreement** **Continue** **Cancel**

When you reach the confirmation page, you may click to add additional authorized users.

My Account   Payments   Payment Plans   eBills   eDeposits   eRefunds

Account Activity   My Profiles   **Authorized Users**

### Authorized Users

Thank you. We have sent an e-mail to [warrenja@shu.edu](mailto:warrenja@shu.edu) with instructions on how to log in and view your billing and payment plan information. This person will log in using the e-mail address you provided. (Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

▼ Current Authorized Users

When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Full Name	E-mail Address	Action
	<a href="mailto:warrenja@shu.edu">warrenja@shu.edu</a>	<a href="#">Edit</a>   <a href="#">Delete</a>

► Add Authorized User

**PLEASE NOTE:**

Two e-mails will be sent to your authorized user. They will need these to log in to view and pay your accounts statements. **Be sure to remind them to check their e-mail for two messages from [admin@shu.edu](mailto:admin@shu.edu).**

**FOR THE AUTHORIZED USER:**

When a student grants you access, you will receive **TWO** e-mails. Please keep these handy for your first time logging in.

Email 1: You have been given access – Contains your user name

Email 2: Your access information – Contains your temporary password

From: admin@shu.edu Sent: Tue 6/25/2013 12:15 PM  
To: Jacqueline R Warren  
Cc:  
Subject: You have been given access

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. You will log in with the username shown below. For security, the initial password for this account is sent in a separate message.

===== ACCESS INFORMATION =====  
Student Name --- [ Jacqueline R. Warren ] Username --- [ [warrenja@shu.edu](mailto:warrenja@shu.edu) ] =====

Extra line breaks in this message were removed.

From: admin@shu.edu Sent: Tue 6/25/2013 12:15 PM  
To: Jacqueline R Warren  
Cc:  
Subject: Your access information

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.

===== ACCESS INFORMATION =====  
Student Name --- [ Jacqueline R. Warren ] Password --- [ ouowcqifbc ] =====

Go to <http://www.shu.edu/parents/>  
Locate the Billing and Payment section

Click “Please Proceed to the Payment Portal”

Under “Authorized Users,” enter your email and first-time password from the email “Your Access Information” and click Login:

<p><b>Students and Staff</b></p> <p><b>*Indicates required information</b></p> <p>*University ID: <input type="text"/></p> <p>*Password: <input type="password"/></p> <p><b>Login</b></p>	<p><b>Welcome</b></p> <p>Welcome to Seton Hall University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.</p> <p>Students and staff may log in using their University ID and Password. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to <a href="mailto:help@shu.edu">help@shu.edu</a>.</p>
<p><b>Authorized Users</b></p> <p>Login for parents or others who have been granted access.</p> <p>*E-mail: <input type="text"/></p> <p>*Password: <input type="password"/></p> <p><b>Login</b></p> <p><b>Forgot your password?</b> Have a temporary password <b>e-mailed</b> to you.</p>	<p><b>Student Account Suite Features</b></p> <p><b>Student Account Center</b></p> <ul style="list-style-type: none"><li>● Check your balance.</li><li>● Make a payment towards your balance.</li><li>● View your payment history.</li><li>● Store your payment methods for quick and easy payment.</li><li>● As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.</li></ul> <p><b>E-Billing</b></p> <ul style="list-style-type: none"><li>● View and print your billing statement.</li></ul> <p><b>Payment Plan Management</b></p> <ul style="list-style-type: none"><li>● Enroll in a payment plan so you can pay your balance in installments.</li><li>● View your current payment plan status.</li><li>● Make a payment toward one of your installments.</li><li>● Schedule future installment payments.</li></ul> <p><b>Refunds</b></p> <ul style="list-style-type: none"><li>● Enter your bank account information so that refunds can be deposited into your account electronically.</li></ul>

Complete the authorized user profile setup and create a password you will remember.

**PLEASE NOTE:** Your password must be at least 7 characters and contain at least one number or special character.

### Authorized User Profile Setup

#### Profile Setup

For security reasons, please change your password.

#### Name and E-mail Address

**\*Indicates required fields**

Your login ID: WARRENJA@SHU.EDU

\*Your full name:

E-mail address: warrenja@shu.edu

Alternate e-mail address:

#### Password Change

\*Enter your new password:  
(minimum 7 characters and at least one number or special character)

\*Confirm your new password:

**Save** **Cancel**

You now have access as specified by the student.