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

Click "Pay My Bill"

How to pay my bill:

a. 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.

b. 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.

c. 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 for more information.

Pay My Bill

RELEASE: 8.5.1

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

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

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

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

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.**

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] ==================================

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"

Billing and Payment

Please pay the returning student's housing deposit through the student's PirateNet account.

In order to access and pay your student's bill, your student will need to designate you as a third party who has permission to view their financial account information and financial aid records. More »

If you have been given access to pay your student's tuition, please proceed to the payment portal »

TOUCHNET

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

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.

You now have access as specified by the student.