**Slide 2**

The Office of the Bursar coordinates the billing process, handles all payments made toward students' accounts, manages the payment plans, processes financial aid disbursements, processes all refunds from over-payments, calculates refunds due to withdrawals and performs other miscellaneous financial functions.

**Slide 3**

You can log on to the College's ConnectOW Portal ([http://connect.oldwestbury.edu](http://connect.oldwestbury.edu/)) to access your e-bill and information regarding billing and payment. Billing and payment information can also be found in the College’s Online Course Schedule. Payments can be made on-line using Visa, MasterCard and Discover Credit cards or a checking account.

**Slide 4**

To access your electronic bill, click the Finances icon, then click $ Pay Online (E-Bill)

**Slide 5**

On the E-Bill home page, you will be able to see your balance, latest E-Bill statement, important notice from the Bursar Office, and have the ability to change profile settings.

**Slides 6 & 7**

Click the View button and review your bill for accuracy

**Slide 8**

Please note: the tentative due date for payment in full for Fall 2021 is August 12, 2021.

**Slide 9**

To make a payment, click Make Payment on the menu bar or click the Make Payment button located to the right of View Activity button. You can also sign up for a payment plan if you cannot pay right away. Please note that the Bursar's Office does not send out paper bills. All billing is done electronically.

**Slide 10**

Click Pay by term, then click the fall term, and click the Continue button.

**Slide 11**

Select the payment method (debit/credit card or electronic check).

**Slide 12**

If paying by debit or credit card, enter the card number then click the Continue button.

**Slide 13**

Enter card information, and then click the Continue button.

**Slide 14**

To determine if you have a hold on your account, select View Holds under the Student Services tab. Here you will see all holds including Bursar holds, which may prevent you from registering, or requesting a transcript.

**Slide 15**

If a Bursar hold exists on your account, please log in to your student account and make payment in full.

**Slide 16**

You can use the E-bill menu to access other features such as enrolling in direct deposit of your student account.

**Slide 17** Here students have the ability to change their profile setup.