Electronic Billing

Cadet Accounting
Electronic Bill Notification

- Bills are viewed in POST VIEW
- The Cadet Accounting Office will send an email to your VMI email account when the bill is ready for viewing
- Cadets and families should visit the Cadet Accounting website for more information on payment due dates & additional information
To view your bill, click on Account Summary.
To pay your bill, click on Make a Payment.
Protecting your User ID

• Sharing your User ID and password is not authorized.
• Rather than sharing your User ID and password, you will be allowed to designate authorized bill payer(s).
• Bill payer(s) may only access your billing information in Post View.
Designate an Authorized Bill Payer

• Designate a bill payer **only** if someone other than yourself will need to view or pay the bill.
• Create a PassCode for the bill payer.
• You may designate up to three bill payers.
• **Note:** Becoming a bill payer does not authorize release of information either verbal or written (see FERPA release).
To set up an Authorized Bill Payer, click on Create Authorized Bill Payer.
You will assign a PassCode and enter the email address(es) of the bill payer(s).
Bill Payer Notification

• When you click **Submit**, an email message will be sent to the bill payer(s) which will contain your Cadet ID, assigned PassCode, and instructions on how to link to **Post View**.

• An email message will also be sent to you identifying the bill payers you have selected.

• **Note:** Becoming a bill payer does not authorize release of information either verbal or written (see FERPA release).
What the Bill Payer Will See

• The bill payer will link to Post View and enter from the Guest menu.
• The bill payer will click on the Cadet Statement of Account or Make a Payment for a Cadet link.
• The authorized bill payer will enter your cadet ID number and the passcode you assigned.
• Do not click log in button.
The bill payer will click on **MYVMI** from the home page.
Click on **Post View** from the Dashboard
The bill payer can, click on the **Cadet Statement of Account** link to view the bill, or **Make a Payment for a Cadet** link to make a payment.
The bill payer will enter the Cadet ID and PassCode.
To view the bill, the bill payer will select the appropriate term.

<table>
<thead>
<tr>
<th>Choose One</th>
<th>Term</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FL20</td>
<td>Fall, 2020</td>
<td>08/31/20</td>
<td>12/10/20</td>
</tr>
<tr>
<td></td>
<td>S218</td>
<td>Summer II, 2018</td>
<td>06/26/18</td>
<td>07/26/18</td>
</tr>
<tr>
<td></td>
<td>FL17</td>
<td>Fall, 2017</td>
<td>08/29/17</td>
<td>12/13/17</td>
</tr>
<tr>
<td></td>
<td>S217</td>
<td>Summer II, 2017</td>
<td>05/26/17</td>
<td>07/28/17</td>
</tr>
<tr>
<td></td>
<td>S117</td>
<td>Summer I, 2017</td>
<td>05/22/17</td>
<td>06/22/17</td>
</tr>
<tr>
<td></td>
<td>FL16</td>
<td>Fall, 2016</td>
<td>08/30/16</td>
<td>12/13/16</td>
</tr>
<tr>
<td></td>
<td>S219</td>
<td>Summer II, 2016</td>
<td>06/27/16</td>
<td>07/28/16</td>
</tr>
</tbody>
</table>
Below is a sample of the on-line bill.

(Statement of Account)

Date: 17 Jul 2020

Statement of Account for Fall, 2020
Virginia Military Institute
Lexington, Virginia 24450

CADET: Testing, I M.  CLASS: 2021  ID: 0231333

<table>
<thead>
<tr>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL20 A/R Tuition and Fees</td>
<td>14635.00</td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Allen, JP - WV</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>VMI Local Scholarship</td>
<td>250.00</td>
<td></td>
</tr>
<tr>
<td>FL20 Balance Due</td>
<td></td>
<td>14335.00</td>
</tr>
</tbody>
</table>

- Past Terms Balance Due: 0.00
- Future Terms Balance Due: 0.00
- Total Due: 14335.00

The detail for Past Terms Balance Due, can be viewed through Account Summary by Term. Cadets with a balance will not be allowed to Pre-Register or Register for the next term.

To pay on-line, access Postview and select Make a Payment.

If you prefer to mail a payment, make checks payable to the VMI Treasurer.
Mail to:
Virginia Military Institute
Student Accounting Office
Lexington, Virginia 24450
Below is a sample of Make a Payment.

### Pay on My Account

* = Required

<table>
<thead>
<tr>
<th>Payment Amount</th>
<th>Balance</th>
<th>Description</th>
<th>Total Charges</th>
<th>Payments</th>
<th>Financial Aid Remaining</th>
<th>Payment Plans</th>
<th>Refunds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>14,335.00</td>
<td>Fall, 2020, A/R Tuition and Fees</td>
<td>14,335.00</td>
<td>0.00</td>
<td></td>
<td>300.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>8,500.00</td>
<td>Spring 2009, A/R Tuition and Fees</td>
<td>8,500.00</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Amount Due 5,635.00

Payment Type

| SUBMIT |

Account Summary

Log Out
Electronic Payment Methods

• Payment via electronic check (eCheck)
  • By entering your account information from a check you can automatically deduct the payment from a checking account with no additional fees.

• American Express, Discover, Master Card and VISA will be accepted for payment (convenience fee of 2.6% will be assessed).
  • Electronic payments automatically post to your VMI account.
Other Payment Methods

• Mail a check payable to
  • VMI Treasurer
  • Cadet Accounting Office
  • 310 Smith Hall
  • Lexington, VA 24450

• Credit Card payments can be accepted over the phone or in person however, we strongly encourage use of Post View electronic payments. (2.6% convenience fee will be assessed)
FERPA Release

In accordance with the Family Educational Rights and Privacy Act (FERPA) cadets must designate authorized individuals who can be given information and the type of information to be provided by the Cadet Accounting and Financial Aid Office.

- Complete FERPA & e-Commerce Sheet in Post View
- Required prior to registration
- Completed annually
e-Commerce Release

Cadets must provide voluntary consent to participate in electronic transactions for all financial information. Including but not limited to loan authorizations and notifications.

• Opt in – to receive email and electronic notification
• Complete as part of FERPA authorization
To access FERPA/e-Commerce

Financial Aid

- Financial aid status by year
- Financial aid status by term
- Financial Aid Shopping Sheet
- Accept or reject my financial aid awards
- PostView FA Award Letter
- Statement of Educational Purpose by year
- Financial Aid Award Process
- Financial Aid Award Information
- Satisfactory Academic Process (SAP) Fact Sheet
- Electronic Consent and FERPA Release
List up to 3 persons who can obtain your information. Be sure to list relationship and choose which type of records you wish these persons to be provided. Note: Bill payers must be listed here if they want verbal information.
Contact Information

• Additional information concerning your bill and payment options can be found on our website www.vmi.edu/cadetaccounting.

Cadet Accounting Office 540-464-7217
Email: cadetaccounting@vmi.edu