Virginia Military Institute

Electronic Billing

Present by 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 By term.
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 create a PassCode, click on the Make a Payment Passcode link.
To set up an Authorized Bill Payer
Click on the Create Authorized Bill Payer link
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 Guest.
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.
Below is a sample of the on-line bill.

(Statement of Account)

<table>
<thead>
<tr>
<th>Date: 12 Jul 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Account for Fall 2007</td>
</tr>
<tr>
<td>Virginia Military Institute</td>
</tr>
<tr>
<td>Lexington, Virginia 24450</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Debit</th>
<th>Credit</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL07 A/R Tuition and Fees</td>
<td>6070.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments</td>
<td></td>
<td>1200.00</td>
<td></td>
</tr>
<tr>
<td>Gottwald, FD-Inst. Sch.</td>
<td></td>
<td>1500.00</td>
<td></td>
</tr>
<tr>
<td>Virginia Grant (VCAP)</td>
<td></td>
<td>1248.00</td>
<td></td>
</tr>
<tr>
<td>FL07 Balance Due</td>
<td></td>
<td></td>
<td>4131.00</td>
</tr>
<tr>
<td>Past Terms Balance Due</td>
<td></td>
<td></td>
<td>2875.00</td>
</tr>
<tr>
<td>Future Terms Balance Due</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Total Due</td>
<td></td>
<td></td>
<td>7008.00</td>
</tr>
</tbody>
</table>

The detail for Past Terms Balance Due, can be viewed through Account Summary by Term.

Email Student Accounting or call 540-464-7217 if you have questions regarding your Statement of Account.

Due Date Fall: 1 August, Due Date Spring: 15 December

A late fee equal to 10% of the past due amount not to exceed $100.00 will be assessed if payment is not received or postmarked by the Due Date.
Below is a sample of Make a Payment.
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 Progress (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](http://www.vmi.edu/cadetaccounting).

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