Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. Click the **Finances** tile on the Student Home, and then click the **Financial Account** tile.

   Alternatively, from the **NavBar**, select Navigator > Finances > Financial Account.

2. The following information displays:

   ● **Account Balance -** Displayed prominently in the center is the current financial account balance (1). Pending Financial Aid will reduce the balance displayed, in order to assist in determining the balance due.

   ● **Due Date -** The upcoming or current term's due date is displayed below the balance (2). To find the Due Date for any outstanding items on the account, click on the **Financial Account** tile and review **Charges Due**.

   ● **Includes Pending Aid -** This text displays if the account balance shown has been reduced by pending Financial Aid (3).

   ● **Updated -** This displays when the Financial account was last updated (4).

   ● **Past Due -** This displays when the account has a registration hold due to a past due amount (not shown).

3. Clicking the **Financial Account** tile will present several ways of reviewing the financial account.

   ● Charges Due

   ● Billing Statements

   ● Statement of Account

   ● Account Activity

   ● Payment History

   ● Make a Payment

4. Access the **Charges Due** page by clicking the **Finances** tile on the Student Home and then the **Financial Account** tile. The **Charges Due** page displays several important aspects of the financial account.

Financial Account	
< Finances	

Charges Due

Billing Statements

Statement of Account ⌄

Account Activity

Payment History

Make a Payment

1 Term Due Date

Summer 2018 tuition is due July 16, 2018.

2 What I Owe

Summary By Due Date	Detail Of Charges Due

Due Date	Amount Due
01/26/2018	49.00
07/16/2018	8,044.73
Pending	1,000.00
Total Amount Due	**9,093.73**

3 Pending Financial Aid

Award	Term	Business Unit	Amount
Anesthesia Grant	Summer 2018	CWRU	1,609.00
Fed Direct Grad Plus Loan	Summer 2018	CWRU	4,434.00
Federal Direct Unsub Loan	Summer 2018	CWRU	6,762.00

Currency used is US Dollar

- **Term Due Date** - The current or upcoming semester's due date is displayed (1).

- **What I Owe** - Unpaid charges and their due dates are listed here (2). If a charge has not yet appeared on a billing statement, **Pending** will be displayed as the billing due date. These charges will be billed during the next billing cycle.

  ○ **Summary By Due Date** displays the billing due dates as indicated on the billing statements and the due date's currently outstanding balances.

  ○ **Details of Charges Due** lists the individual outstanding charges, organized by the billing due dates.

  Note: There may be instances where there is a credit account balance and have unpaid charges. This is due to an absence of the permission to use federal financial aid to pay for non-institutional

charges (ex. One to One Fitness Membership). Unpaid charges need to be paid after receiving refund.

- **Pending Financial Aid** - If accepting pending Financial Aid that is expected to post to the account, it will display here. See **Pending Aid** on the SIS Resources page for more information.

5. Access the **Billing Statements** page by clicking the **Finances** tile on the Student Home and then the **Financial Account** tile. The **Billing Statements** are monthly transactions that have been billed / invoiced. See **Current Billing Statement** on the SIS Resources page for more information.

6. Access the **Statement of Account** page by clicking the **Finances** tile on the Student Home and then the **Financial Account** tile. The **Statement of Account** is a summary of all charges and credits, including pending financial aid, for a term. See **Accessing the Statement of Account** on the SIS Resources page for more information.

7. Access the **Account Activity** page by clicking the **Finances** tile on the Student Home and then the **Financial Account** tile. The **Account Activity** page provides real time financial detail and history, organized by date and term.
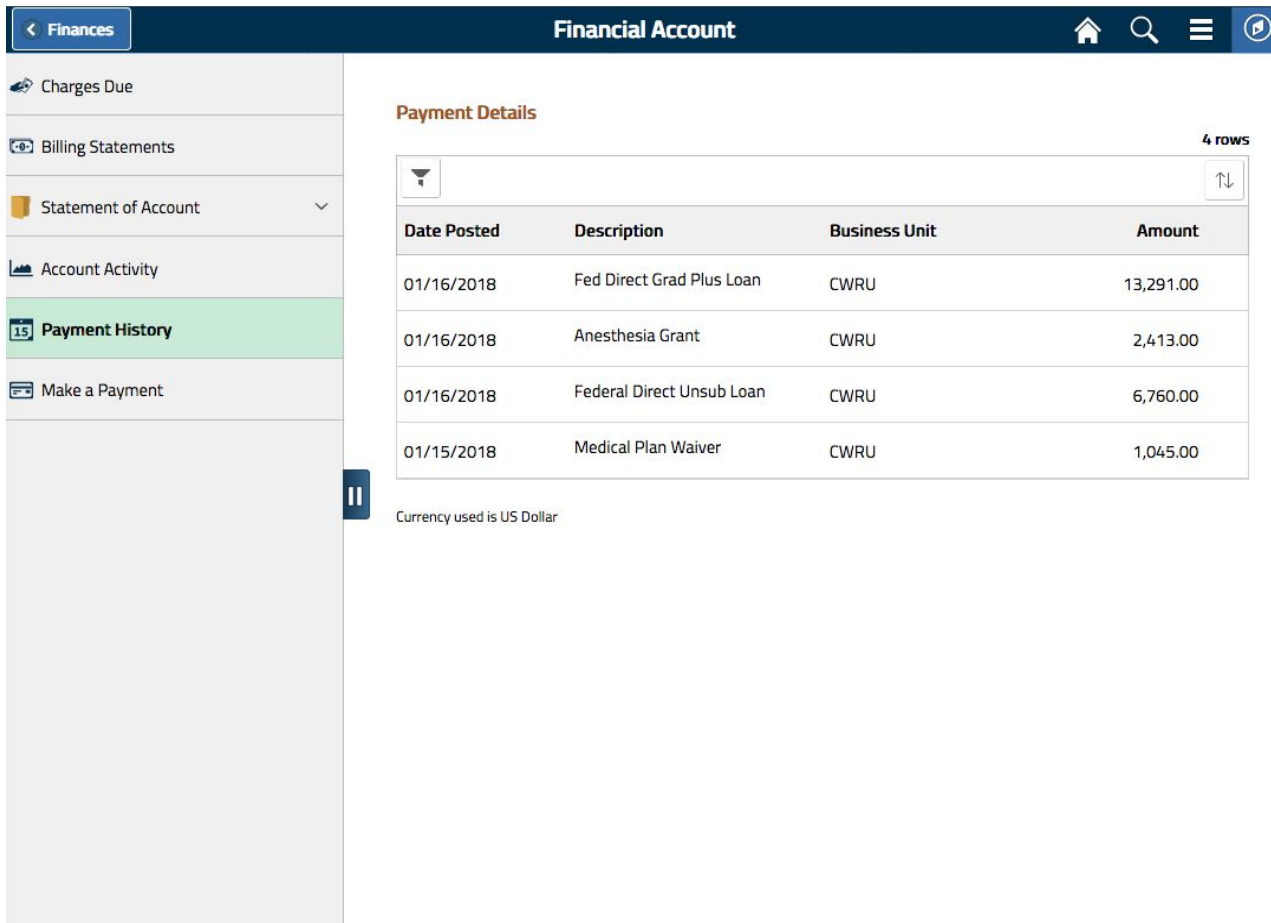
Finances	Financial Account					Help
Charges Due						
Billing Statements	**Account Activity**					
Statement of Account	**View by**					
Account Activity	From 01/01/2000 To 07/02/2018 All Terms Go					
Payment History	**Transactions**		Personalize | Find | View 100 |	First 1-10 of 102		
Make a Payment	**Posted Date**	**Item**	**Term**	**Charge**	**Payment**	**Refund**
	05/26/2018	Summer Undergrad Tuition	Summer 2018	2,943.00		
	01/26/2018	E-Check Payment - Quikpay	Spring 2018		19,075.00	
	01/16/2018	University Scholarship	Spring 2018		10,000.00	
	12/18/2017	Housing - Room Charges	Spring 2018	5,325.00		
	12/15/2017	Medical Plan Waiver	Spring 2018		1,045.00	
	12/15/2017	RTA Transportation	Spring 2018	25.00		
	12/15/2017	Student Medical Plan	Spring 2018	1,045.00		
	12/15/2017	Undergraduate Activity Fee	Spring 2018	188.00		
	12/15/2017	Undergraduate Tuition	Spring 2018	23,537.00		
	10/27/2017	Refund	Fall 2017			40.00

Currency used is US Dollar

8. Access the **Payment History** page by clicking the **Finances** tile on the Student Home and then the **Financial Account** tile. **Payment History** lists all payments, financial aid, and other credits posted to the financial account.

Financial Account

| Finances |

Payment Details

4 rows

Date Posted	Description	Business Unit	Amount
01/16/2018	Fed Direct Grad Plus Loan	CWRU	13,291.00
01/16/2018	Anesthesia Grant	CWRU	2,413.00
01/16/2018	Federal Direct Unsub Loan	CWRU	6,760.00
01/15/2018	Medical Plan Waiver	CWRU	1,045.00

- Charges Due
- Billing Statements
- Statement of Account
- Account Activity
- Payment History
- Make a Payment

Currency used is US Dollar

9. Access the **Make a Payment** page by clicking the **Finances** tile on the Student Home and then the **Financial Account** tile. Learn more about making an online eCheck, savings account deduction, or credit card payment. See **Making an Online Payment** on the SIS Resources page for more information.

Note: In accordance with the federal regulations established by the Family Educational Rights and Privacy Act (FERPA), students must authorize their parents or other third parties to view their tuition account/bill. Tuition bills are the responsibility of the student, and only the student can control access to the bill. If the student would like a third party to have access to view and/or pay the bill online, add the individual as an authorized user. See **Authorized User Accounts** on the SIS Resources page for more information.

This completes the process of viewing the financial account.