The convenience of viewing your student’s bill and paying the tuition online is now available through the VIEW, your authorized access of student information.

**What are my payment options?**

The payment options available are:
- Credit card (excluding VISA)
  
  **NOTE:** **If you use the credit card payment option, you will be charged a 2.75% Service Charge for processing your payment.** This means that the Service Charge amount is calculated based on 2.75% of your payment amount. The 2.75% Service Charge is added to your payment and will appear as a separate item on your credit card statement. **The Service Charge is not a fee assessed by your institution. The Service Charge is not refundable, even if the payment to which it relates is cancelled, refunded, credited, or charged back.**
- Electronic check (transfer funds directly from your checking or savings account)
  
  **NOTE:** **Electronic check payments are not charged the 2.75% Service Charge.**

**What is a payment profile?**

A payment profile is a way to store your credit card or checking information so you do not have to reenter the information for multiple payments.

**How do I create a payment profile?**

1. Click on the **Payment Profiles link** on the navigation pane on the left side of the screen.
2. Click on **Add Credit Card** or **Add eCheck Profile**.
3. Fill out the appropriate information.
4. Click **add**.

The following image shows the information needed to add a credit card profile.
How do I make a payment?

1. Click on the Make Payment link on the navigation pane on the left side of the screen. Your current balance will be shown.
2. Enter the amount of payment you would like to make in the Payment Amount field.
3. Select your payment method from the Payment Method field. You can select one of your payment profiles at this time.
4. Click Continue to finalize the payment.
5. Click Confirm.
Will my student still receive a paper bill?

Yes – currently your student will still receive a paper bill. When an electronic bill has been created, an email notification will be sent to your student’s Creighton email address. Although no date has been set, eventually paper bills will be eliminated.

What are the Benefits of Online Billing and Payment?

- The flexibility of viewing your student’s bill electronically 7 days a week from any location via the internet.
- The ability of paying your student’s bill electronically 7 days a week from any location via the internet with a bank account in the United States. Billing information and payments are private and secure.
- The elimination of mail service. No postage required and no risk of lost payments.
- Convenient access for authorized parties, such as a parent, guardian, or sponsor to view and pay the bill.