

# Guide to using My Bills

UNIVERSITY OF GLOUCESTERSHIRE

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**My Bills**

- Home
- My Bills
- QuickPay
- Online Checkout
- Online Store

### Login

Please login using your University network account username and password. Alternatively make a payment via [Quick Pay](#) with an account reference or invoice number

Username

Password

**LOGIN**

NB. The first time you log in you will be asked to enter phone number information. This will not appear on subsequent logins.

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### Account Details

Account Name	Account No	Balance	Description	
<a href="#">My Bills Test Account - 1211118</a>	1211118	12,927.50	Student Account	

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View your account history to look at old invoices and payments that have been made

The Description contains the name of the third party paying for your fees or will describe what the invoice is for i.e. Library Invoice.

Until the invoices are paid in full they will continue to show on your account.

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### Your Accounts

Account Name	My Bills Test Account - 1211118
Account Type	Student Account
Account Number	1211118
Address	

VIEW ACCOUNT HISTORY

Invoice Ref	Due Date	Trans Date	Description	Original Amount	Outstanding Amount	
1211118-001	25-Sep-2014	26-Aug-2014	CONFIRMED STUDENT LOAN - Accounting and Financial Management 2014/15	8,250.00	8,250.00	Pay
4126210	25-Sep-2014	26-Aug-2014	Library Invoice	77.50	77.50	Pay 
4126209	25-Sep-2014	26-Aug-2014	Accommodation - Park Villas Halls	4,600.00	4,600.00	Pay 

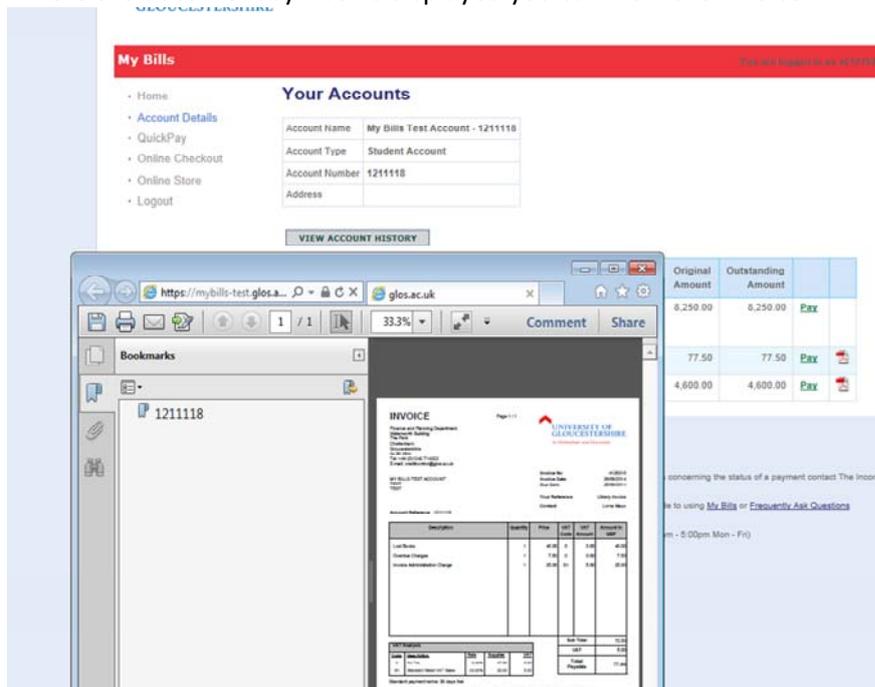
To make a payment against an invoice select the pay button next to the relevant invoice.

Student Loans/Finance and other third party invoices will show on your account. You have the option to make payment against them if required. This could be because you have become liable for the debt or would like to make a payment towards them.

Any invoices being paid by direct debit will show with a due date as the date of the final instalment.

For example, if you were paying your fees in 5 instalments from 1<sup>st</sup> September to 1<sup>st</sup> January the due date would display as 1<sup>st</sup> January

Where the document symbol is displayed you can view the invoice



The screenshot shows a browser window displaying the 'My Bills' page. The 'Your Accounts' section is visible, showing account details for 'My Bills Test Account - 1211118'. Below this, the 'VIEW ACCOUNT HISTORY' button is highlighted. The main table shows three invoices. The first invoice, 'CONFIRMED STUDENT LOAN - Accounting and Financial Management 2014/15', is selected. An invoice preview is shown in a pop-up window, displaying the invoice details and a table of items. The table has columns for 'Description', 'Quantity', 'Price', 'Unit Price', and 'Amount'. The items listed are 'Loan Fees', 'Student Charge', and 'Invoice Administration Charge'. The total amount is 8,250.00. The preview also shows the 'Pay' button and the document icon.

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When you click on 'Pay' against one of your invoices the system assumes that you want to make payment in full. Amend the amount to be paid if necessary.

## Pay

Account Number	1211118
Voucher Reference	4126210
Account Type	Student Account
Pay Reference	4126210
Amount	<input type="text" value="50.00"/>

Once you have checked the value of the payment click 'CONFIRM' to proceed.

After checking the value of the payment click the 'CONFIRM' button to proceed, or 'CANCEL' to return to the previous page or 'CANCEL' to return to the previous page

After clicking continue it will take you back to the front page of your account details



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### Account Details

Account Name	Account No	Balance	Description	
<a href="#">My Bills Test Account - 1211118</a>	1211118	12,927.50	Student Account	

Payment Basket 1 item(s) GBP 50.00

A payment basket will appear with the total value of payments you have selected to make against your invoices

If you would like make payment against another invoice click on the account name and repeat the process

Click 'CHECKOUT' to pay by credit/debit card

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## Payment - Step 1 - Select Payment Method

Payment Type	Account Name	Address	Ext Invoice Ref	Amount
Student Account	My B***s T**t A*****t	test	4126210	50.00
Student Account	My B***s T**t A*****t	test	4126209	200.00
TOTAL AMOUNT TO PAY:				250.00

Please select a debit or credit card from the list. Click PAY to continue with your payment. To return to the previous page click CANCEL

\* Payment Method

Check the value of the payment you are going to make

If you require to DELETE lines from your Pay Basket please press CANCEL. You will be returned to the INSTANT PAYMENTS screen which will allow you DELETE individual lines. Once amendments are confirmed press PAY and proceed.

Select the pay method from the drop down

Click 'Pay' to proceed to the card details screens

Please click ACCEPT button below to proceed.To return to the previous page click CANCEL

\* Payment Method: Credit / Debit Card

Click accept to proceed with the payment

- Home

## Payment - Step 2 - Payment Details

Payment Type	Account Name	Address	Ext Invoice Ref	Amount
Student Account	My B***s T**t A*****t	test	4126210	50.00
Student Account	My B***s T**t A*****t	test	4126209	200.00
TOTAL AMOUNT TO PAY:				250.00

Please click ACCEPT button below to proceed.To return to the previous page click CANCEL

\* Payment Method: Credit / Debit Card

Message from webpage

 **WARNING: Do not close the browser window until you have reached Payment - Step 3 - Confirmation. Doing so will mean your payment has not been correctly recorded!**

o report a problem with the website contact the ICT Helpdesk

For help using the site or queries concerning the status of a payment contact The Inco

A warning that you must complete all payment screens to complete the payment. Click 'OK' to continue

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Please check the items you want to pay for and click 'Continue' to proceed

Description of item(s) to pay	Total Cost
Charge	£250.00
<b>to-pay today</b>	<b>£250.00</b>

Check the amount and click 'Continue'

Please click on Continue to proceed Continue

Please click here to cancel the process. Cancel



### Enter Credit / Debit Card Details

Card Type\* VISA VISA DEBIT Mastercard American Express

Card Holder Name\*

Card Number\*

Card Security Code\*

Expiry Date (MM/YY)\*

Start Date (MM/YY)

Select the type of card that you are paying with and enter the card details.

### Billing Address

Address 1\*

Address 2

Town / City\*

County / State

Postcode / Zipcode\*

Country\*

Contact Number (without spaces)

Email Address\*

Confirm Email Address\*

Enter your address details and email address that you would like your receipt sent to

Click 'Continue'

\* indicates a required field

Please click on Continue to proceed Continue

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[Pay Now](#)

## Summary

Description of item(s) to pay	Total Cost
Charge	£10.00
<b>to pay today</b>	<b>£10.00</b>

**Payment Information** [Edit details](#)

<b>Debit/Credit Card</b> Name on Card: J Bloggs Last 4 Digits of Card Number: 0000 Card Type: 	<b>Billing Address</b> University of Gloucestershire Cheltenham GL50 2RH UNITED KINGDOM
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Email confirmation will be sent to: [creditcontrol@glos.ac.uk](mailto:creditcontrol@glos.ac.uk).

Click 'Pay Now'

## Summary

Your payment is now complete. An email confirmation has been sent to [creditcontrol@glos.ac.uk](mailto:creditcontrol@glos.ac.uk).

You may wish to print this page for your records [Print](#)

Your payment reference is: **AGR30386** Date: 2 September 2014 13:02

**Description of item(s) paid**

Charge	<b>paid today</b>	<b>£250.00</b>
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You will receive an email with your payment reference to the email address you supplied. You may note it here if you wish to.

**Payment Information**

<b>Name on Card:</b> J Bloggs <b>Last 4 Digits of Card Number:</b> 1111 <b>Authorisation Code:</b> 666 <b>Card Type:</b> 	<b>Billing Address</b> UOG Cheltenham GL50 2RH UNITED KINGDOM
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Click finish to complete the card payment process and return to your account

Please click here to complete the process. [Finish](#)

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## Payment - Step 3 - Confirmation.



Hello,

Thank you for your payment.

Your account will be updated shortly. Please check your "My Bills" account and contact us if it has not been updated within 1 working day.

Details of your payment are as follows:

Receipt Number:	335
Pay Date:	02/09/2014 13:02
Pay Amount:	250.00
Payment Method:	Credit / Debit Card
Payment Reference:	AGR30386

**When you return to your account another receipt will be displayed along with further information regarding the updating of your account**

Payment Type	Account	Name	Address	Amount
Student Account	1211118	My Bills Test Account	test	50.00
Student Account	1211118	My Bills Test Account	test	200.00
<b>Total amount paid:</b>				<b>250.00</b>

Please retain this receipt as it is necessary for applications for any refunds.

Kind regards,

Income Team  
Finance and Planning  
University of Gloucestershire  
The Park  
Cheltenham  
Gloucestershire  
GL50 2RH

Telephone: +44 (0) 1452 71422

Email: creditcontrol@glos.ac.uk

**You can email a copy the receipt to an email address of your choice or print it out for your records**

[Printer Friendly Receipt](#)

\* Email Address

**SEND RECEIPT**