

Teachers College Electronic Billing

For additional information, visit the Office of Student Accounts web site at:

www.tc.columbia.edu/studentaccounts

What is electronic billing?

Electronic billing enables you to view your TC tuition and related fees statement online. The statement is our static monthly billing of due and past due charges.

How will I know my bill is available?

Each time a bill is available, an e-mail will be sent to your official Teachers College GMail e-mail address. This is the official address which we use to communicate to students. You can forward mail from this address to any other address you wish but it is your responsibility to maintain and manage the forwarding to a valid address.

How do I access my e-bill?

Students will access their e-bill by logging onto the myTC Portal (<http://my.tc.edu>)

- Select "Student Services & Financial Aid" tab
- Then select "Student Account" menu
- Then select "CASHNet View E-bill Site" link
- This will take you to a secure e-bill web site to view your e-bill or current balance since bill creation and option to make a payment by online check payment

How can my Parents/Authorized Users view my e-bill?

1. Once student is logged onto the CASHNet® web site, they can select the <your account> tab and in the Parent/Authorized User IDs section click the ADD NEW link.
2. Enter the following information
 - Parent/Authorized User ID (ex., mom, dad, sponsor, etc.)
 - Their e-mail address
 - Enter their start-up password and re-enter again to confirm
 - and finally set their permission level
3. Student must then give parent/authorized user their User ID and temporary password. When the user logs in for the first time they will be asked to select a new permanent password.
4. Student can withdraw permission at any time by changing the access level of the user.

Once parents have the user ID and password provided by the student they can logon to <https://commerce.cashnet.com/tccolumbiapay> to view their students e-bill and only payment history related to their payments to the account.

TEACHERS COLLEGE COLUMBIA UNIVERSITY

Office of Student Accounts
525 West 120th Street, Box 305
New York, NY 10027-6696

STATEMENT DATE	TC ID#	DUE DATE	TOTAL DUE
07/06/2008	T12345678	Due upon receipt	\$2,060.00

Statement of Account

Jane Doe

Pay Online at:
<http://my.tc.edu>

MESSAGES:

Notes

All tuition charges and fees for the Summer B 2008 term must be paid in full by Friday, July 11, 2008. All account balances for the Summer A 2008 are seriously past due. If you have not satisfied your Summer A 2008 balance please remit payment immediately.

TERM	DATE	DESCRIPTION	CHARGES	CREDITS	SUMMARY
		* PREVIOUS BILLED BALANCE *	\$1,030.00		\$1,030.00
		-CURRENT CHARGES-			
Summer Term 2008	01-JUL-08	Tuition - Summer Session B	\$2,060.00		
		-TOTAL CURRENT CHARGES-	\$2,060.00		\$2,060.00
		-CURRENT CREDITS-			
Summer Term 2008	08-JUL-08	Fee Based Instruction		\$1,030.00	
		-TOTAL CURRENT CREDITS-		\$1,030.00	(\$1,030.00)
		BILLED BALANCE			\$2,060.00
		TOTAL DUE:			\$2,060.00

Convenient, Fast and Easy!

No more waiting for your statement to arrive in the mail. Students and authorized users can view their bill from the CASHNet secure web site -- from any location day or night.

Three Parts to Bill

1. Detail page with date and transaction information
2. Semester Schedule and general payment information page
3. Invoice slip if returning payment by regular mail.

Statement Date, TCID, Due Date and Total Due will appear on right top

Name and Message from Student Accounts office will appear in center

Transaction detail for that billing cycle which is new will appear on lower half of bill.

Ability to pay online through CASHNet via Checking/Savings account