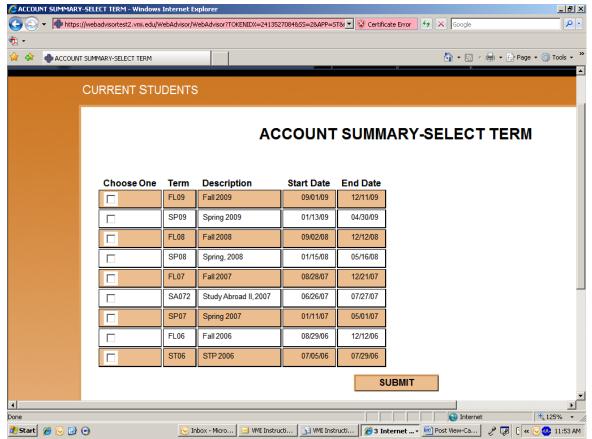# ACCOUNT SUMMARY:

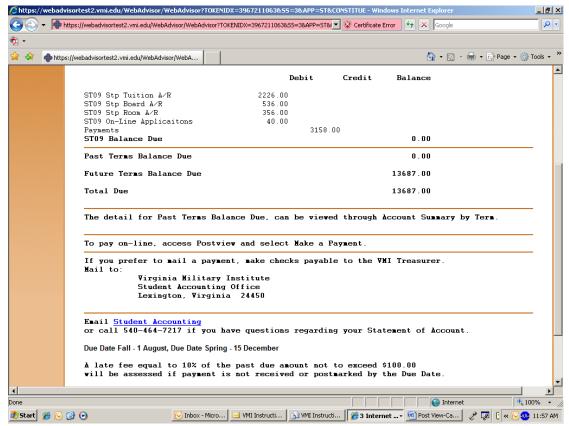*"Account Summary" allows a cadet to view the tuition, fees and payments for a given term.*

- ➢ *Select "Account Summary" from the main menu.*
- ➢ *Click in the box beside the term desired (Figure 1.0).*
- ➢ *Click Submit.*

(Figure 1.0)

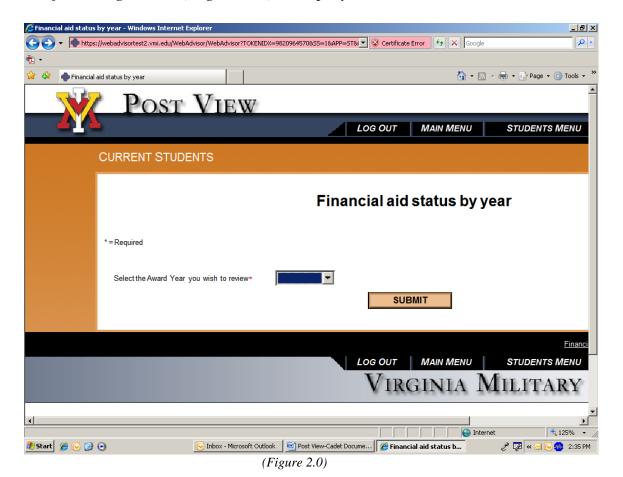*The Statement of Account for the selected term (Figure 1.1) is displayed*

(Figure 1.1)

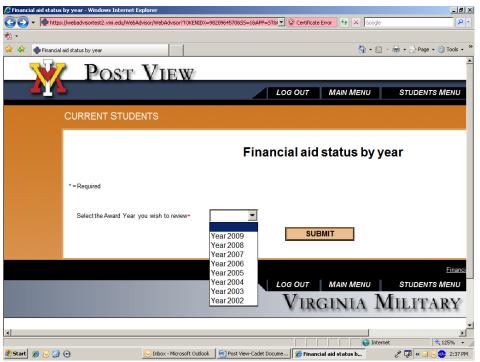**FINANCIAL AID STATUS BY YEAR**:

The "Financial Aid Status By Year" screen allows the cadet to view his/her Financial Aid award for the year selected.

> ➢ *Select "Financial Aid Status By Year" from the main menu*

The following screen (Figure 2.0) is displayed:
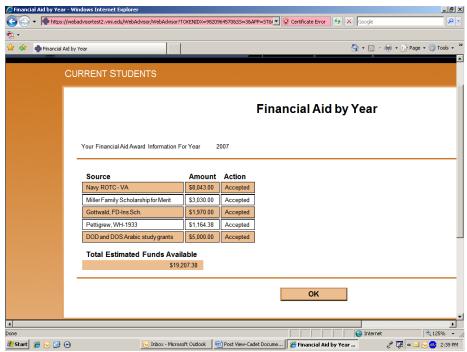

(Figure 2.0)

> ➢ *Select the Award Year you wish to review from the drop-down menu (Figure 2.1)*

(Figure 20.1)

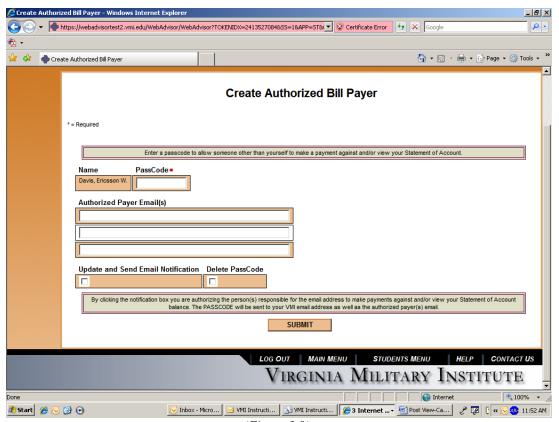*The following screen (Figure 2.2)* is displayed:

(Figure 2.2)

A search can also be made by term by selecting "Financial Aid Status By Term" from the main menu

CREATE AUTHORIZED BILL PAYER:

The "Create Authorized Bill Payer" screen allows the cadet to identify the person(s) who will pay VMI related charges.

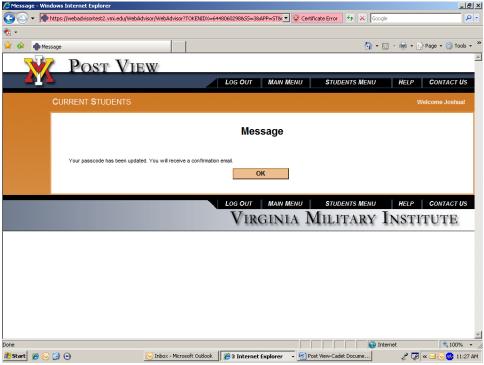➢ *Select "Create Authorized Bill Payer" from the main menu*

The following screen (Figure 3.0) is displayed

(Figure 3.0)

➢ *Enter a PassCode and the email address for the Authorized Payer*
➢ *Place a check in the box labeled "Update and Send Email Notification"*
➢ *Click Submit*

The following screen (Figure 3.1) is displayed

(Figure 3.1)

The authorized bill payer will receive an email message (Figure 3.2)

(Figure 3.2)