

BURSAR INFORMATION

E-Mail: Bursar@shu.edu



Frequently Asked Questions: <http://www.shu.edu/offices/bursar/faq.cfm>

Student Financial Services Help Desk: 1-800-222-7183

- How to view and pay your bill
- How to waive your health insurance
- Payment Plan Information
- How to set your refund preferences (Title IV Authorization)
- Allow someone else to view/pay your bill
 - ❖ Add additional email addresses for billing notices

○ HOW TO VIEW & PAY YOUR BILL

We accept electronic checks & all major credit cards

- ❖ Go to the Seton Hall University homepage (<http://piratenet.shu.edu>) and select "**PirateNet**"
- ❖ Log in using your eight-character username and network password
- ❖ Once you have logged into the "*PirateNet Dashboard*" select the button for "**SHU Portal**" or "**Pirate Adventure**"
- ❖ Click the '**Profile & Finances**' tab
- ❖ Under **Bursar Account** – Click '**View & Pay My Account**' → Click **View & Pay My Bill**
- ❖ Click the eStatements tab for your most recent e-bill, or the Payments tab to make a payment
- ❖ eStatements tab: Select a recent statement or view account activity. Can view/pay bills from here
- ❖ Payments tab: Click **Make a Payment**
- ❖ Click to pay your balance or enter your payment amount. You may also add a memo which will appear next to your payment for your records. Click **Continue**
- ❖ Select your payment method (electronic check or credit card) and click **Select**
- ❖ **Complete the required payment fields & agree to the Terms and Conditions to make your payment**
- ❖ **You may print the receipt page for your records. You will also receive a confirmation email**

○ PAYMENT PLAN INFORMATION

PAYMENT PLAN INFORMATION				
TERM	PLAN	Installment Due Dates	Opens	Deadline
FALL	7-Pay	April 2, May 2, June 2, July 2, Aug 2, Sept 2, Oct 2	Mar 15	Sep 1
SPRING	5-Pay	Nov 2, Dec 2, Jan 2, Feb 2, Mar 2	Oct 15	Feb 1
SUMMER	Not offered			

- ❖ Log In to PirateNet: <http://piratenet.shu.edu/> Click on the **SHU Portal** & Click the '**Profile & Finances**' tab
- ❖ Under **My Account** – Click **View & Pay My Account** → Click **View & Pay My Bill**
- ❖ Click on the **Payment Plans** tab

\$50 enrollment fee per term. Plan installments are automatically calculated using plan total divided by remaining installment dates.

○ HOW TO WAIVE YOUR HEALTH INSURANCE

If you are a full-time student you are automatically enrolled in the student health insurance plan. If you are covered under another plan and would like an exemption, you must electronically submit a waiver **each academic year**.

DEADLINE TO WAIVE: Last Day of Add/Drop

- ❖ Log In to PirateNet: <http://piratenet.shu.edu/> Click on the **SHU Portal** & Click the **Profile & Finances** tab
- ❖ Under My Account, or under Student & Financial Aid, click SUBMIT HEALTH INSURANCE WAIVER
- ❖ Follow the prompts and save the confirmation for your records

For more information: <http://www.shu.edu/offices/health-services/south-orange-insurance.cfm>

○ HOW TO SET YOUR REFUND PREFERENCES

- ❖ Log In to PirateNet, Click on the **SHU Portal**, and Click **'Profile & Finances'** tab
- ❖ In the **My Account** box, under **Title IV Authorization** – Click **'Refund Authorization Request'** (If prompted with a Security Warning, click YES)
- ❖ You must select one option from each section
- ❖ Click **'Submit REFUND AUTHORIZATION Request'**
- ❖ Please note that this is a one-time process and your selections stay on file. You can change your prior selections at any time.

○ ALLOW SOMEONE ELSE TO VIEW & PAY YOUR BILL

Follow these instructions to allow another person (parent, guardian, etc.) to access your Bursar account. Your authorized user will be able to view and pay your bill, receive your eStatements, set up payment plans, and receive Bursar notifications about your account. You can edit or delete your authorized users at any time.

- ❖ You can also use this function to add additional emails (personal, work, etc.) to receive your billing notifications. By default, your billing notifications are ONLY send to your name@shu.edu email account.

FOR THE STUDENT:

- ❖ Log into the SHU Portal: <http://piratenet.shu.edu/>
- ❖ Click on SHU PORTAL and the Profile tab
- ❖ Under My Account, click View and Pay my Account
- ❖ Click View and Pay My Bill (This will bring you to our TouchNet payment page)
- ❖ Under the My Profile Setup, click Authorized Users
- ❖ Enter their email address and select your preferences, then click Continue
 - ✓ Would you like to allow this person to view your billing statement and account activity?
 - ✓ Would you like to allow this person to view your 1098-T tax statement?
 - ✓ Would you like to allow this person to view your payment history and account activity?
- ❖ Agree to terms and you may print or click continue again.
- ❖ When you reach the confirmation page, you may add additional authorized users.
- ❖ Two e-mails will be sent to your authorized user from Bursar@shu.edu. They will need both of these to log in to view and pay your accounts statements.

FOR THE AUTHORIZED USER:

When a student grants you access, you will receive two e-mails. You will need information from each email to log in.

Email 1: You Have Been Given Access

[Contains your username]

Email 2: Your Access Information

[Contains your temporary password]

- ❖ Go to the Authorized Users Log in Page https://secure.touchnet.net/C20188_tsa/web/login.jsp
- ❖ Enter your email address and first-time password and click Login.
- ❖ Complete the authorized user profile setup and create a password you will remember.
- ❖ You now have access as specified by the student.
- ❖ Bookmark the login page for future use: https://secure.touchnet.net/C20188_tsa/web/login.jsp