

How to Read Your eBill

In this tutorial we will discuss important information about your eBill and show you how to access them. eBills can be viewed by students, employees, and authorized Payers in the Transact payment portal.

To set up an authorized Payer, please view our “How to Add and Authorized Payer” tutorial.

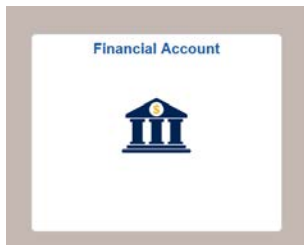
eBills are generated on a **monthly basis** for students holding a balance. The eBills are a snapshot of the account at the time they are created. When a new eBill is generated, **email notifications** are sent directly to the student and any authorized Payers on the account.

The student account is dynamic and can change based on charges being added or removed in the time between eBills. In addition to the monthly eBills, **Students** and **Employees** receive real time notifications to their NAU email when new charges are added and become past due.

We recommend regularly checking your account and NAU email for the most current information.

Starting as a Student or Employee

The student's first step begins by selecting **Make a Payment** under the "Financial Account" tile in the LOUIE Student Home.



< Back
Account Balance 🏠 🔍 ⋮ 🔄

<p>Account Balance Due Now or within 30 days: 453.00</p> <p><small>Currency used is US Dollar</small></p>	<p>What I Owe</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f5f5f5;"> <th style="text-align: left;">Term</th> <th style="text-align: right;">Charges & Deposits</th> <th style="text-align: right;">Pending Financial Aid</th> <th style="text-align: right;">Total Due</th> </tr> </thead> <tbody> <tr> <td>Fall 2021</td> <td style="text-align: right;">270.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">270.00</td> </tr> <tr> <td>Spring 2022</td> <td style="text-align: right;">158.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">158.00</td> </tr> <tr> <td>Summer 2022</td> <td style="text-align: right;">25.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">25.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">453.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">453.00</td> </tr> </tbody> </table> <p><small>Currency used is US Dollar</small></p>	Term	Charges & Deposits	Pending Financial Aid	Total Due	Fall 2021	270.00	0.00	270.00	Spring 2022	158.00	0.00	158.00	Summer 2022	25.00	0.00	25.00	Total	453.00	0.00	453.00
Term	Charges & Deposits	Pending Financial Aid	Total Due																		
Fall 2021	270.00	0.00	270.00																		
Spring 2022	158.00	0.00	158.00																		
Summer 2022	25.00	0.00	25.00																		
Total	453.00	0.00	453.00																		
<p>Charges Due</p> <p style="border: 1px solid red; padding: 2px;">Make a Payment</p> <p>Payment History</p> <p>Direct Deposit</p> <p>Enroll in Payment Plan</p> <p>1098T Form</p> <p>Authorize Parental Tax Access</p> <p>Account Acknowledgements ▾</p>																					

Select the top option to be transferred to the Transact payment portal.

Make sure your Pop-up Blocker is turned off and you are using one of the supported browsers such as Chrome, Firefox, and Edge.

Student Home Make a Payment

Account Balance

Make a Payment

Payment History

Direct Deposit

Enroll in Payment Plan

1098T Form

Authorize Parental Tax Access

Account Acknowledgements

Make a Payment

Click below to pay via eCheck, Credit Card or 529 Savings Plan within the Transact System. Please make sure your Pop-up Blocker is turned off. Additionally, be sure to update your browser with the latest version of either Safari, Chrome, Firefox or an Internet Explorer web-browser since the Transact site works best with one of those installed. For questions and concerns, or to report a connectivity issue, please contact the Student Tech Center at 928-523-9294 or (toll free) 888-520-7215.

[Click here to be redirected to Transact](#)

International Payments via Flywire

For students or authorized payers wishing to make payments to a student account using an international wire transfer please click below.

[Click here to be redirected to Flywire](#)

Starting as an authorized Payer

If you are an authorized Payer, please follow the link provided in the authorized Payer confirmation e-mail sent to you by Transact or from the **“Make a Payment-On behalf of your student as an authorized Payer”** link on the right side of our website, nau.ed/sdas.



Student & Departmental Account Services

Student and Departmental Account Services (SDAS) is your one-stop shop for:

- [billing tuition and fees](#)
- [making payments](#)
- [processing refunds](#)

Students, to view your eBill please log into your [LOUIE](#) Student Center and click on “Make a Payment.”

Payment Methods

Authorized Payers, please log into the [Transact](#) payment system using your unique email and password.

Our office strives to help you make sound financial decisions and educate you on necessary information such as:

- [Financial Terms and Conditions](#)
- [budget calculator](#)



Student & Departmental Account Services

928-523-3122
Contact Form

Request Information

Apply to NAU

Log in to LOUIE to...

- [Check your balance](#)
- [Check for holds](#)
- [Change your address](#)

Make a payment...

- [As a student](#) (your own account)
- [On behalf of your student as an authorized Payer](#)

In Transact

From the Transact home screen, you can select **Statements** from the left menu or the **View Statements** link at the upper right.

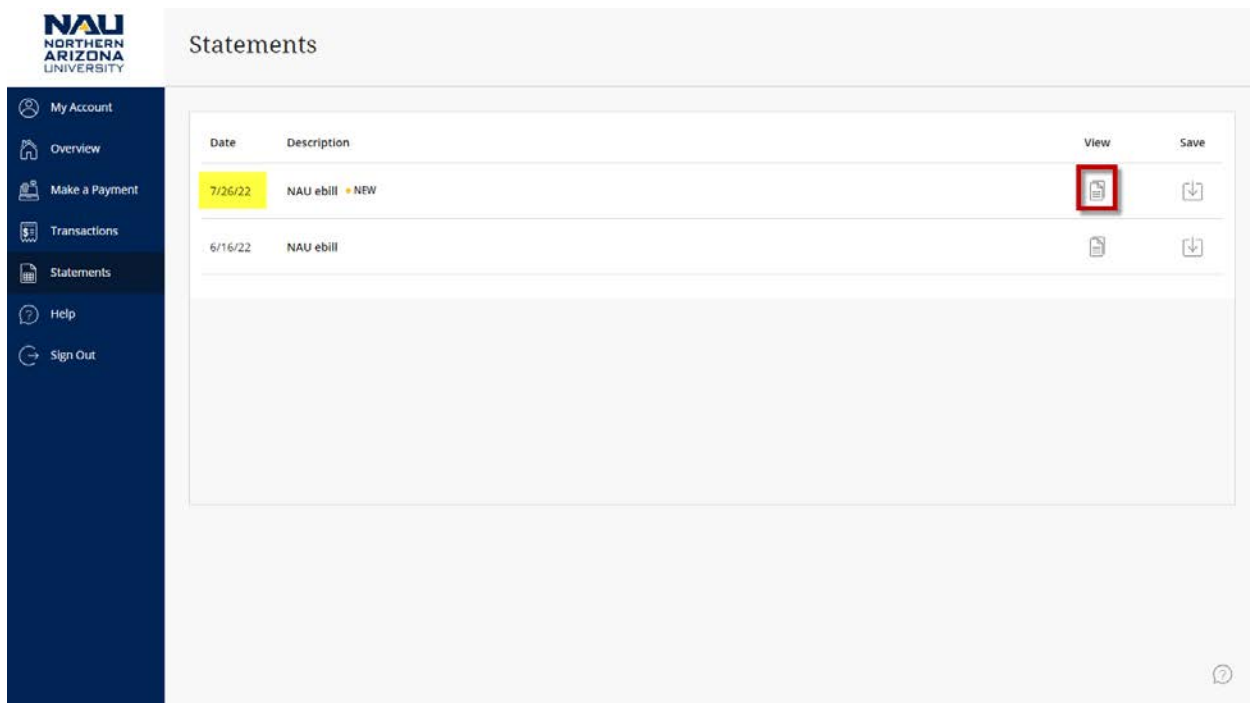
The screenshot shows the 'Overview' page of a Northern Arizona University account. The page features a dark blue header with the NAU logo and a balance of \$1,274.7. A left-hand navigation menu includes options like 'My Account', 'Overview', 'Make a Payment', 'Transactions', 'Statements', 'Help', and 'Sign Out'. The 'Statements' option is highlighted with a red box. A red arrow points from this menu item to the 'View statements' link in the top right corner of the main content area. Below the header, a 'Summary' table lists various fees and their amounts.

Item	Amount
ASNAU Fee (Due Date: 08/22/2022)	\$200.00
ASNAU Fee (Due Date: 08/22/2022)	\$23.00
Athletics Fee (Due Date: 08/22/2022)	\$75.00
AZRes Pledge Tuition 2223 (Due Date: 08/22/2022)	\$5,512.00
Dining Dollars (Meal Plan) (Due Date: 08/22/2022)	\$400.00
Financial Aid Trust Fee (Due Date: 08/22/2022)	\$44.00
Freshman Academic 10 Meal Plan (Due Date: 09/15/2022)	\$814.00
Freshman Academic 10 Meal Plan (Due Date: 08/22/2022)	\$414.00
Freshman Academic 10 Meal Plan (Due Date: 10/15/2022)	\$814.00
Green Fee (Due Date: 08/22/2022)	\$15.00
Health and Wellness Fee (Due Date: 08/22/2022)	\$275.00
Honors Program Fee (Due Date: 08/22/2022)	\$350.00

eBills are displayed starting with the most recent eBill at the top.

From here, select the **View** icon associated with the monthly statement you would like to see. In order to successfully view statements, please make sure your pop-up blocker is turned off.

You can also select the **Save** icon to download the eBill.



Example Statement



Student & Departmental Account Services
 PO Box 4096, Flagstaff AZ 86011
 928-523-3122
sdas@nau.edu
www.nau.edu/sdas

STATEMENT SUMMARY	
Statement Date	07/26/2022
Student ID	
Previous Unpaid Balance	\$0.00
Charges	\$12,397.00
Anticipated Aid	\$6,950.00
AMOUNT DUE	\$1,347.00

If mailing a check, make your check payable to NAU and please include Student ID #.

Amount due shown above includes charges due within 30 days of statement date.

Tuition and fees are based on your academic program by campus. If some or all instruction for all or part of the academic year is delivered remotely, tuition and fees remain the same and will not be refunded.

For real-time account balances, remember to check your LOUIE account! Tuition & fees not paid by the due date are eligible for a payment plan. Charges paid after the DUE DATE may incur late fees. Visit www.nau.edu/sdas/ for more information.

Awards appear if all disbursement requirements have been met. Some awards may only be used for specific charges that may not appear on this invoice. Log into LOUIE for more information regarding HOLDS and To Do List items that may be outstanding.

Statement Details				
Due Date	Term	Description	Charges	Credits
PREVIOUS UNPAID BALANCE			\$0.00	
Charges				
08/22/2022	Fall 2022	Dining Dollars (Meal Plan)	\$400.00	
08/22/2022	Fall 2022	Freshman Academic 10 Meal Plan	\$414.00	
08/22/2022	Fall 2022	Housing Rent Honors	\$1,061.00	
08/22/2022	Fall 2022	Transportation Fee	\$85.00	
08/22/2022	Fall 2022	AZRes Pledge Tuition 2223	\$6,137.00	
08/22/2022	Fall 2022	Academic College Fee	\$200.00	
09/15/2022	Fall 2022	Freshman Academic 10 Meal Plan	\$814.00	
09/15/2022	Fall 2022	Housing Rent Honors	\$1,236.00	
10/15/2022	Fall 2022	Freshman Academic 10 Meal Plan	\$814.00	
10/15/2022	Fall 2022	Housing Rent Honors	\$1,236.00	
CHARGES			\$12,397.00	
Anticipated Aid				
	Fall 2022	Federal Pell Grant		\$673.00
	Fall 2022	Resident Set Aside Grant		\$765.00
	Fall 2022	Lumberjack Scholars-Yr 1 Tuit		\$5,512.00
ANTICIPATED AID			\$6,950.00	
Total Account Balance			\$12,397.00	

In the **Statement Summary** section at the top right, you can find:

- The date the eBill was generated
- The student’s 7 digit ID number
- The total of the previous unpaid balance
- The charges added since the last statement
- Anticipated financial aid
- The **Amount Due** within 30 days

Please be aware that the **Amount Due** includes charges that are past due, currently due and due within the **next 30 days**, less the amount of Anticipated Aid. This amount may not reflect the total account balance. The **Total Account Balance** is listed at the bottom of **Statement Details** section.

The **Amount Due** also doesn’t take into account how financial aid is applied. Some aid may have restrictions in the types of charges it can apply to. Federal aid for example, is not able to pay department charges and past term balances without prior authorization. In the event that excess aid has been issued and a refund has been generated, it is our recommendation that you review the account for any remaining charges the aid was not able to apply to.



Student & Departmental Account Services
PO Box 4096, Flagstaff AZ 86011
928-523-3122
sdas@nau.edu
www.nau.edu/sdas

STATEMENT SUMMARY	
Statement Date	07/26/2022
Student ID	
Previous Unpaid Balance	\$0.00
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Anticipated Aid	\$6,950.00
AMOUNT DUE	\$1,347.00

If mailing a check, make your check payable to NAU and please include Student ID #.

Amount due shown above includes charges due within 30 days of statement date.



In the **Statement Details** section, the first item listed is the **Previous Unpaid Balance**. This amount includes unpaid charges that were due before the date of the invoice.

Statement Details				
Due Date	Term	Description	Charges	Credits
		PREVIOUS UNPAID BALANCE	\$0.00	
Charges				
08/22/2022	Fall 2022	Dining Dollars (Meal Plan)	\$400.00	
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ANTICIPATED AID			\$6,950.00	
Total Account Balance			\$12,397.00	

In the **Charges** section under **Statement Details**, you can view details of the upcoming charges and their due dates. This section specifies:

- The date the charge is due
- The term the charge is for
- The description of the charge
- The amount of the charge

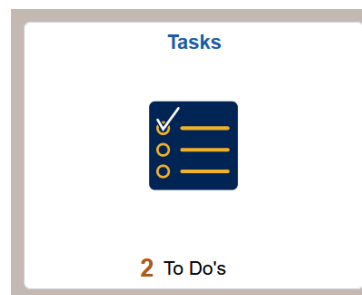
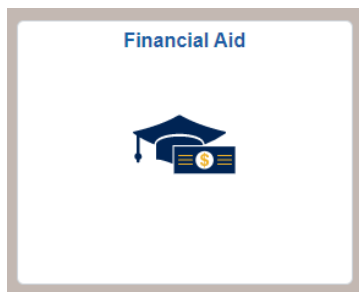
The amount listed for **Charges** at the bottom of the list, reflects the amount of the charges in the **Charges** section, not including the amount listed for **Previous Unpaid Balance**.

Statement Details				
Due Date	Term	Description	Charges	Credits
PREVIOUS UNPAID BALANCE			\$0.00	
Charges				
08/22/2022	Fall 2022	Dining Dollars (Meal Plan)	\$400.00	
08/22/2022	Fall 2022	Freshman Academic 10 Meal Plan	\$414.00	
08/22/2022	Fall 2022	Housing Rent Honors	\$1,061.00	
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Total Account Balance			\$12,397.00	

The **Anticipated Aid** section, under **Statement Details**, displays authorized aid for the current term that is not yet applied to the account.

For the most up to date information about anticipated awards, students can select the **Financial Aid** tile from the **LOUIE Student Home**. Additionally, they will need to ensure all **To Do List** items and **Holds**, found in the **Tasks** tile, are completed before financial aid can disburse.

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ANTICIPATED AID			\$6,950.00	
Total Account Balance			\$12,397.00	



The **Total Account Balance** line at the bottom of the **Statement Details** section reflects the past due, current due, and future due total of charges. Specifically, the amount includes the **Previous Unpaid Balance** and **Charges** totals, without the **Anticipated Aid**.

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ANTICIPATED AID			\$6,950.00	
Total Account Balance			\$12,397.00	

Questions?

If you have questions about your balance and due dates, please contact us at:

Student and Departmental Account Services

sdas@nau.edu

928-523-3122

If you have questions about making an electronic payment, please contact:

Transact Campus Smartpay Support

smartpaysupport@transactcampus.com

(800) 339-8131

For additional information and payment tutorials, visit our website at nau.edu/sdas.