Т	Wartburg College - Business Office Transact Instructions
r	Transact is Wartburg College's online billing and payment system. Transact provides students and other authorized parties with online access to:
a	 View Wartburg College student account billing statements. Make electronic payments via credit/debit card and/or ACH.
n	An email will be sent to students/authorized users mid-month to provide notification when new bills are available for viewing on the Transact website.
S	The Transact billing statement is a static, point-in-time bill; it will show all activity that occurred up until the billing date.
а	(To view your student account transactions in real-time, log into my.wartburg.edu, select the Finances tab, select "My Account Balances," and then select "View Account Details & History.")
C	Let's Get Started!
Ŭ	For Student Access: For Authorized Payer Access:
t	 Go to <u>my.wartburg.edu</u> Select the "Finances" tab. Click on the "Go to Transact" link. Ask your student to add you as an authorized user on their account. See To Add an Authorized Payer

2.	Once authorized, an e-mail will
	be sent to you containing your
	username and password to
	access the Transact website.

section.

3. Go to http://commerce.cashnet.com/wa <u>rtburgpay</u>

User name	1
Password	l
Sign in	l
Forget, password	L

My.Wartbu	rg	
Home Admissions	Academics Advising Campus Life Resource Finance	s Rigistrar
You are here: Diasion - Boos Finances Home: Y	Finances	
Finance Forms	My Account info	Einenxial Aid
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Disclaimer: To comply with the Family Educational Rights and Privacy Act (FERPA), students must first grant permission to release their student account information before access to Transact is provided to parents and other authorized users.

The main screen includes:

- <u>My Account</u> Edit contact information, add payment methods, add authorized payers (i.e., parents or guardians), and enroll in SMS notifications.
- <u>Overview</u> View summary of charges and recent transactions.
- <u>Make a Payment</u> Make an electronic payment.
- <u>Transactions</u> View payment history.
- <u>Statements</u> View current and past billing statements

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My Account				
Overview	Summary			
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Statements				
Help	Available items			
Sign Out				Student Account Payment
	Recent transactions			
		Date	Description	

How do I give my trusted adult access? -

Transact allows students to grant parents or other authorized users access to view student account billing statements, make payments, and view payment history.

To Add an Authorized Payer:

- 1. Select My Account tab.
- 2. Select "Send a payer invitation."

S My Account	
Overview	
🖺 Make a Payment	Sir Victor
	warroug college
5 Transactions	Basic information
Statements	Name Brady Buckley
⑦ Help	Payment methods
⊖ Sign Out	
	Add payment method
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	Do you know someone that would like to help you pay? Invite them to have access to your
	accounti

	Payer information
* First	name
* Last	name
• Ema	il address
* Con	firm email address
By ser	Payer access ding this invitation. I hereby authorize this pay ess my account information and/or make
payme	ents. Ow access to statements
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3. Complete the required fields on the Payer Invitation screen.

4. Elect whether you wish to allow the payer to access your billing statements. If unchecked, the payer will only be allowed to make a payment.

5. Upon selecting "Send Invitation," an email will be sent to the authorized payer with their username and password.

To Reset Authorized Payer's Password: Once an authorized payer's account is activated on Transact, the student is responsible for resetting a payer's password.

The Wartburg College Business Office does <u>not</u> have the ability to perform this function.

To Link Multiple Student Transact Accounts

Once the payer has successfully accessed Transact using one of the Parent PIN IDs they have been provided, they can create links to as many other student accounts as they have.

The "Student Links" box will display to authorized payers at the bottom of the screen.

Clicking "Add New" will allow them to enter the login credentials for one of their other IDs. They can enter temporary login credentials if a new account has been created for them and they have not changed the password on the account yet.

Student Links You are currently logged into Jo student has created a Parent P	Add New onathan A. SMITH. If another (N for you, click on 'Add New' to	
create a link to that student.	Student Link Information.	
	If another student has created a Par and then click on the 'OK' button. Th The link can then be used to transfer student will remain in complete cont removes your login permission or de the student for assistance.	ent PIN for you, enter the Parent PIN and password into the fields below ne student's name will then appear as a link in the Student Links section. r between the students without having to log out and log back in. Each rol of Parent PIN access. If a student resets your Parent PIN password, eletes your Parent PIN, the link will no longer work. If this occurs, contact
	Parent PIN	*
	Password	*
		Cancel OK

If the login credentials provided are correct, a link will be added to the "Student Links" box which can be used to access the other student's account page.

A similar link will appear on that student's page allowing the authorized payer to link back to the original student's page. They can add as many student links as they need depending on how many Parent PIN IDs have been created for them.

	Add New
You are currently logged into	Jonathan A. SMITH. Click on a
name below to transfer to tha	t student or click on 'Add New' to
create a link to another stude	nt. If a link has been
deactivated, click on 'Update'	to enter new login information or
	2
contact the student for assista	ance.
contact the student for assista	ance.

How do I view my billing statement?

The Transact billing statement is a static, point-in-time bill; it will show all activity that occurred up until the billing date.

To View a Billing Statement:

- 1. Select Statements tab.
- 2. Select "View" or "Save" to access a statement.

(R) My Account.				
) Overview	Date	Description	1.10em/.	Save
🛱 Make a Payment	4/17/23	Billing Statement hilli		1
Transattions	3/16/23	Dilling Statement + NEW	6	1
B) Statements	2/15/29	Billing Statement	5	<u>(42)</u>
G Sentur	1/21/78	Billing Statement	0	213

To View Your Billing Statement in Real-Time: Log into my.wartburg.edu, select the Finances tab, and select "View account details & history."

	rtburg bllege	PAY Statement Date: Student ID:	04/17/2023
Warthura Colle	are Business Office	Current Balance:	\$2,460.19
100 Wartburg PO Box 1003	Blvd.	DUE DATE:	05/10/2023
Waverly, lowa	50677		
Phone: 319-35	2-8411		
Email: busines	soffice@wartburg.edu		
Sir Vict	or		
100 Wa	artburg Blvd.		
Waverl	y, IA 50677		
	f you are mailing a paymen	include the top portion. Keep the lower	portion for your records.
			2
IMPORTAL	NTINFORMATION	student assount. To sucid the appual 100/ (increa charge places pay the surrent
balance by the	due date, referenced above.	student account. To avoid the annual 16% I	inance charge please pay the current
Student accou	nt balances must be paid in ful	to receive transcripts and/or diploma. Past d	ue balances will prevent registration and
Please contact	the Business Office at 319-35		h any questions.
DATE	STATEMENT	ACTIVITY CHARGE	CREDIT BALANCE
04/02/2022	Balance Forward	E1 205 00	\$419.17
01/03/2023	Student Support Services I Roard - Dick 12 + \$200 pts	ee \$1,225.00	\$1,644.17
01/03/2023	Room - Clinton	\$3,200,00	\$7,034.17
01/03/2023	Tuition - 3.5 Credits	\$23,370.00	\$30,404.17
01/05/2023	Federal Unsubsidized Dire	tLn	-\$3,711.00 \$26,693.17
01/05/2023	Wartburg		<u>011 050 00</u> 011 010 17
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How do I make a payment?

Transact allows students and authorized payers to make electronic payments towards their student account balance via credit card, debit card, and/or ACH.

To Make a Payment:

- 1. Select Make a Payment tab.
- 2. Check the "Student Account Payment" box.
- 3. Enter payment amount if you do not wish to pay in full and select the "Checkout."

	●-②-③ would you like to pay? Balance Amount	●- How much woul		Overview
	would you like to pay? Balance Amount	How much woul		Make a Payment
	Balance Amount	How much would	2	Make a Payment
	Balance Amount	5	HERE AND	
	Balance Amount		Balance items	Transactions
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\$2,460.19			Total balance	
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- 4. Select payment method from the drop-down menu.
 - Credit or Debit Card
 - Transact accepts Visa, MasterCard, American Express, and Discover.
 - Credit Card Processing Fees:
 - 2.85% fee for U.S. cards
 - 4.25% fee for international cards
 - Minimum \$3 fee for payments over \$20 and less than \$106
 - The fee amount will be stated during the payment process and is in addition to the payment amount. The fee is levied by Transact, the third-party payment processor, and not by Wartburg College.
 - New Bank Account (i.e., ACH, Electronic Check)
 - No fee is assessed when paying with ACH (i.e., electronic check). However, please be sure to enter your bank's routing number and your checking/savings account number (not debit card number).
 - Returned or dishonored ACH transactions (i.e. insufficient funds) will result in a fee assessed by Wartburg College to a student's account.

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5. Enter account information

Payers may elect to have their account information retained in the Transact system for future transactions.

6. Select "Continue."

7. Review your transaction and account information before selecting "Submit."

Frequently Asked Questions:

• What is Transact?

Transact is a third-party vendor Wartburg College has contracted with to provide Wartburg College students and authorized payers with an online platform to review billing statements and pay student account fees, including tuition, room and board, course fees, and other miscellaneous charges, electronically. Transact also offers the functionality of electronic notifications to students and authorized payers when billing statements are available for viewing.

- When am I able to access Transact to view my billing statement or make a payment? The Transact website is available 24 hours a day, seven days a week. Students and authorized payers will receive an email mid-month to provide them notification when new billing statements are available for viewing.
- Will the billing statement notification be sent to students only? When a new billing statement is ready to view, students and authorized payers will receive an email and/or SMS notification based on the notification options selected.
- Can I still get a paper billing statement? No, Wartburg College's Business Office no longer provides paper copies of student billing statements. Students and authorized payers may, however, access billing statements on Transact and print a copy of it at their convenience.
- What payment methods are accepted through Transact and processing fees assessed? Transact accepts payments via ACH (i.e. electronic check)
 - No fee is assessed when paying with ACH (i.e., electronic check). Be sure to enter your bank's routing number and your checking/savings account number (not debit card number).
 - Returned or dishonored ACH transactions (i.e. insufficient funds) will result in a fee assessed by Wartburg College to a student's account.

Transact accepts Visa, Mastercard, American Express, and Discover Credit/Debit Card Processing Fees:

- 2.85% fee for U.S. cards
- 4.25% fee for international cards
- Minimum \$3 fee for payments over \$20 and less than \$106
- This fee will be stated during the payment process and is in addition to the payment amount. The fee is levied by Transact, the third-party payment processor, and not by Wartburg College.
- If I pay online today, when will my payment show up on my student account? Electronic payments through Transact will show up on your student account immediately, but the payment will be processed within 24 hours.
- Can I utilize multiple bank accounts for making payments on Transact? Yes, students and authorized payers may set-up and pay with multiple bank accounts or credit/debit cards.

I'm not comfortable paying online through Transact. Can I still mail a check?
 Yes! You may mail a check to the following address: Wartburg College

Wartburg College Attn: Business Office P.O. Box 1003 Waverly, IA 50377-0903

• What is an authorized payer?

Students have the option to provide another party (i.e., parent, guardian, or trusted adult) with access to view their billing statements and/or make a payment on their student account via Transact. Students must set-up authorized payers on the Transact website. Per FERPA, Wartburg College personnel are not authorized to do this on a student's behalf. An authorized payer will receive their own username and password to access Transact as well as receive monthly e-mail notifications when billing statements are available for viewing.

- Can a student have more than one authorized payer? Yes, a student can set-up more than one authorized payer on the Transact website.
- Who do I contact to reset an authorized payer's Transact password? A student is responsible for resetting authorized payers' Transact passwords. Per FERPA, Wartburg College personnel are not authorized to do this on a student's behalf.
- Can authorized payers view other authorized payers' bank account or credit/debit card information?

No, each authorized payer only has access to their own payment account information along with access to the student's billing statements and account activity.

- Can authorized payers access more than one student account? Yes, once an authorized payer has accessed Transact using one of the Parent PIN IDs they have been provided, they can create links to as many other student accounts as they have.
- Can anyone else access information stored in Transact?
 No. The information stored on the Transact website is secure and cannot be accessed by anyone who does not have permission from the student to view that information. Banking information stored on the website, including credit/debit card or bank account numbers, are not viewable by anyone other than the authorized payer who entered the information.

TRANSACT RESOURCES

Questions about making an online payment or Transact website?

Transact Online Support

(800) 339-8131 (M-F 8:00am-9:00pm ET)

Questions about your balance and billing statements?

Wartburg College Business Office

(319) 352-8411 businessoffice@wartburg.edu