



Viewing monthly Statements

This tutorial covers how to view a basic ePAY Statement via Chapman University's Web Advisor.

To view an electronic statement, select “Make a Payment/View Monthly statements” under the Financial Profile section in Web Advisor.

The screenshot shows the Chapman University WebAdvisor interface. At the top left is the Chapman University WebAdvisor logo. At the top right is a navigation menu with links for Menu, FAQ, Login, and Log Out. Below the header is an 'Accessibility' link. The main content area is titled 'For Students' and contains a warning: 'The following links may display confidential information.' The interface is organized into several sections:

- User Account:** I'm new to WebAdvisor, What's my user ID?, What's my password?, Change My Password, Address change, Vehicle Registration / Parking Waiver Request, Purchase Books (Orange Campus Only).
- Financial Profile:** Account summary, Account summary by term, **Make a Payment/View Monthly Statements** (highlighted with a callout box), Federal Perkins Loan Only (Entrance/Exit Interview).
- Financial Aid:** Financial aid status by year, Financial aid status by term, Financial aid award letter, Accept or reject my financial aid awards, Financial aid loan application, Change my requested loan amount, Stafford Loan Entrance Counseling, Stafford Loan Exit Counseling.
- Communication:** My documents.
- Transfer Courses for Orange Campus:** Search for Transfer Courses by Institution.
- Registration:** Search for Course Sections, Registration Eligibility, Register for Course Sections, Drop sections / Complete withdrawal, Register and pay for Continuing Education classes, View and Manage My waitlist.
- Academic Profile:** Grades, Grade point average by term, Transcript, Summary of Transfer Credit, Program evaluation, Test summary, Application for graduation, Transcript request, Transcript request status, Enrollment verification request, Enrollment verification request status, My educational plan, My class schedule, My profile.
- Transfer Courses for University College:** Search for UIC Transfer Courses by Institution.

To view an electronic statement

Choose the account STAR or Phone account.
Click the STAR button to go to ePay..

Student WebAdvisor - Microsoft Internet Explorer

Address: <http://stratus.chapman.edu/servlet/com.datatel.server.servlets.webadvisor.WebAdvisor?MENU=st&MNEMONIC=XW04&APPLICATION=ST&>

Chapman University WebAdvisor

Menu
FAQ

Help

Select Account to View Statement or Pay On-Line

Make a Payment

Account	Statement Date	Statement Balance	Current Balance	Select
STAR-Student A/R	04/30/05	\$1,220.00	\$2,410.00	STAR

* You are being transferred to a secure payment/Statement web-site.
To return to WebAdvisor, simply "log-out" or close the payment system browser.

[View Activity since last statement](#)

[Tutorials](#)

Chapman University WebAdvisor

Menu FAQ Log Out

To enter Chapman ePAY

Once you click on the STAR button it will automatically
“Enter into Chapman ePAY.”

Chapman University
WebAdvisor

Jonny Good [Privacy Policy](#) [Contact Us](#) [Log Off](#)

[Message Board](#)
[Payment Profiles](#)
[Authorize Payers](#)
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[View Accounts](#)
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[Payment History](#)

To View Monthly Statements

Select **View Accounts** on Menu Bar at left.

User Preferences

REMEMBER --Update your e-mail address in **User Preferences** to be notified when new monthly statements are available and to receive other Chapman news.

Enter Payment Amount

Enter the amount you wish to pay (numbers only, no \$ or commas) and choose the payment method you wish to use for this payment. If you select --eCheck-- or --Credit Card--, you will be prompted to enter account information to be used for this payment only.

All credit card payments will be automatically charged a nonrefundable service charge of 2.25%.

Account: **STAR-Student A/R**
Due Date: 05/31/2005
Amount Due: \$1,220.00
Statement Balance: \$1,220.00
Payment Amount:
Payment Method:

NOTE: Payments made before 3:00 p.m. will be applied to your student account after 3:00 p.m. the same business day. Payments made after 3:00 p.m. will not be applied until after 3:00 p.m. the following business day. Payments made after 3:00 p.m. on the last business day of the month will not be applied until the first business day of the following month. All times are Pacific Time

A new window should appear with your specified account information. Once you enter ePAY, you can always select Contact Us if you wish to send a message regarding the Chapman ePay system.

The screenshot shows a web browser window displaying the Chapman University WebAdvisor interface. The browser's address bar shows the URL. The page header includes the Chapman University logo and the name 'Jonny Good'. A navigation bar contains links for 'Privacy Policy', 'Contact Us', and 'Log Off'. The 'Contact Us' link is highlighted with a yellow box and an arrow pointing to it. The main content area is divided into several sections: 'To View Monthly Statements', 'User Preferences', and 'Enter Payment Amount'. The 'Enter Payment Amount' section includes a form with fields for 'Payment Amount' (containing '1220.00') and 'Payment Method' (set to '-- eCheck --'). Below the form are 'Continue' and 'Cancel' buttons. A note at the bottom of the page provides information about payment processing times.

Chapman University
WebAdvisor

Jonny Good

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To View Monthly Statements

Select View Accounts on Menu Bar at left.

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All credit card payments will be automatically charged a nonrefundable service charge of 2.25%.

Account: **STAR-Student A/R**
Due Date: 05/31/2005
Amount Due: \$1,220.00
Statement Balance: \$1,220.00
Payment Amount:
Payment Method:

NOTE: Payments made before 3:00 p.m. will be applied to your student account after 3:00 p.m. the same business day. Payments made after 3:00 p.m. will not be applied until after 3:00 p.m. the following business day. Payments made after 3:00 p.m. on the last business day of the month will not be applied until the first business day of the following month. All times are Pacific Time

Click on "View Accounts"

The screenshot shows a web browser window displaying the Chapman University WebAdvisor interface. The browser's address bar and toolbar are visible at the top. The page header includes the Chapman University logo and the text "Chapman University WebAdvisor". Below the header, the user's name "Jonny Good" is displayed, along with links for "Privacy Policy", "Contact Us", and "Log Off".

The main content area is divided into a left sidebar and a main body. The sidebar contains a list of menu items: "Message Board", "Payment Profiles", "Authorize Payers", "User Preferences", "View Accounts", "Make Payment", and "Payment History". The "View Accounts" item is highlighted with a yellow box, and a black arrow points from this box to the "View Accounts" link in the sidebar.

The main body of the page contains the following sections:

- To View Monthly Statements**
Select View Accounts on Menu Bar at left.
- User Preferences**
REMEMBER --Update your e-mail address in **User Preferences** to be notified when new monthly statements are available and to receive other Chapman news.
- Enter Payment Amount**
Enter the amount you wish to pay (numbers only, no \$ or commas) and choose the payment method you wish to use for this payment. If you select --eCheck-- or --Credit Card--, you will be prompted to enter account information to be used for this payment only.

A red banner below the "Enter Payment Amount" section states: "All credit card payments will be automatically charged a nonrefundable service charge of 2.25%."

The payment form includes the following fields:

- Account: **STAR-Student A/R**
- Due Date: 05/31/2005
- Amount Due: \$1,220.00
- Statement Balance: \$1,220.00
- Payment Amount:
- Payment Method:

At the bottom of the form are two buttons: "Continue" and "Cancel".

A note at the bottom of the page reads: "NOTE: Payments made before 3:00 p.m. will be applied to your student account after 3:00 p.m. the same business day. Payments made after 3:00 p.m. will not be applied until after 3:00 p.m. the following business day. Payments made after 3:00 p.m. on the last business day of the month will not be applied until the first business day of the following month. All times are Pacific Time"

This allows you to view the Current Statement

Jonny Good [Privacy Policy](#) [Contact Us](#) [Log Off](#)

[Message Board](#)

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Current Statement

eBills Are Here! Paper statements will be discontinued after the June 2005 statements. Thank you.

Below is your current statement.

- To view your statement history, please select "Statement History" from the dropdown list.
- To make a payment, please select "Make Payment" from the Main Menu on the left-side of the page.

Account: **STAR-Student A/R**

Due Date: Jun 30, 2005

Amount Due: \$2,998.78

Balance: \$2,998.78

Account Actions:

Issue date is Tue, May 31, 2005

[Printer Friendly Statement](#)

Date	Term	Description	Charges	Payments/ Credits	Balance
		ACCOUNT BALANCE AS OF 04/30/05			2,147.90
05/17/05	2005C09	Tuition-UG 06C	831.00		2,978.90
05/31/05		Interest	19.88 *		2,998.78
		* These charges are due immediately and are included in the minimum payment due			
		ACCOUNT BALANCE AS OF 05/31/05			2,998.78
		TOTAL PENDING FINANCIAL AID			0.00
		ACCOUNT BALANCE LESS PENDING FINANCIAL AID			2,998.78
		Payment Schedule Due Dates	Amount Due		
		Past Due	2,147.90		
		June 30, 2005	850.88		
		MINIMUM PAYMENT DUE June 30, 2005			2,998.78
		Notes			
		UC Payment Hold-Cannot Enroll			

When the Statement was Issued

Balance Due

Prior Balance

View your Total Pending Financial Aid

Account: **STAR-Student A/R**

Account Actions:

Due Date: Jun 30, 2005

Issue date is Tue, May 31, 2005

Amount Due: \$0.00

Balance: \$3,198.39

[Printer Friendly Statement](#)



Date	Term	Description	Charges	Payments/ Credits	Balance
		ACCOUNT BALANCE AS OF 04/30/05			1,522.30
05/26/05	2005C09	Tuition-UG 06C	1,662.00		3,184.30
05/31/05		Interest	14.09 *		3,198.39
		* These charges are due immediately and are included in the minimum payment due			
		ACCOUNT BALANCE AS OF 05/31/05			3,198.39
		Pending Financial Aid		Pending Amount	
		Stafford Loan - Unsubsidized		1,351.96	
		Stafford Loan - Subsidized		1,688.75	
		Federal Supplemental Grant		40.00	
		Federal Pell Grant		620.00	
		TOTAL PENDING FINANCIAL AID			3,700.71
		ACCOUNT BALANCE LESS PENDING FINANCIAL AID			502.32 CR
		MINIMUM PAYMENT DUE June 30, 2005			0.00
		Notes			
		Loan Entrance Counseling			

Pending Financial Aid

After Financial Aid is subtracted

Total Pending Financial Aid

Viewing Statement History

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- [Payment Profiles](#)
- [Authorize Payers](#)
- [User Preferences](#)
- [View Accounts](#)
- [Make Payment](#)
- [Payment History](#)

Current Statement

eBills Are Here! Paper statements will be discontinued after the June 2005 statements. Thank you.

Below is your current statement.

- To view your statement history, please select "Statement History" from the dropdown list.
- To make a payment, please select "Make Payment" from the Main Menu on the left-side of the page.

Click here to view History


Account: **STAR-Student A/R**

Account Actions:

Select Action ▼

Select Action

Statement History

 [Printer Friendly Statement](#)

Due Date: Jun 30, 2005
Amount Due: \$2,998.78
Balance: \$2,998.78

Issue date is

Date	Term	Description	Charges	Payments/ Credits	Balance
		ACCOUNT BALANCE AS OF 04/30/05			2,147.90
05/17/05	2005C09	Tuition-UG 06C	831.00		2,978.90
05/31/05		Interest	19.88 *		2,998.78
		* These charges are due immediately and are included in the minimum payment due			
		ACCOUNT BALANCE AS OF 05/31/05			2,998.78
		TOTAL PENDING FINANCIAL AID			0.00
		ACCOUNT BALANCE LESS PENDING FINANCIAL AID			2,998.78
		Payment Schedule Due Dates	Amount Due		
		Past Due	2,147.90		
		June 30, 2005	850.88		
		MINIMUM PAYMENT DUE June 30, 2005			2,998.78
		Notes			
		UC Payment Hold-Cannot Enroll			

This page show the history of all your statements. Click on the Icon under Detail to view each Statement.




- [Message Board](#)
- [Payment Profiles](#)
- [Authorize Payers](#)
- [User Preferences](#)
- [View Accounts](#)
- [Make Payment](#)
- [Payment History](#)

Statement History

To view a specific statement, please click the appropriate "Detail" icon.

Account: **STAR-Student A/R**

Account Actions:

Detail	Billing Date	Balance	Due Date	Amount Due
	05/31/2005	\$2,998.78	06/30/2005	\$2,998.78
	04/30/2005	\$2,147.90	05/31/2005	\$2,147.90
	03/31/2005	\$2,975.29	04/30/2005	\$2,975.29



Click on the Icon to view a past statement

After clicking on the Icon your past statements will show up.

[Message Board](#)

[Payment Profiles](#)

[Authorize Payers](#)

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Statement

Account: **STAR-Student A/R**

Account Actions:

Due Date: Apr 30, 2005

Issue date is Thu, Mar 31, 2005

Amount Due: \$2,975.29

Balance: \$2,975.29

[Printer Friendly Statement](#)



Date	Term	Description	Charges	Payments/ Credits	Balance
		ACCOUNT BALANCE AS OF 02/28/05			1,005.98
03/15/05	2005B09	Enrollment Fee	10.00		1,015.98
03/15/05	2005B09	Tuition-UG EIB	1,950.00		2,965.98
03/31/05		Interest	9.31 *		2,975.29
		* These charges are due immediately and are included in the minimum payment due			
		ACCOUNT BALANCE AS OF 03/31/05			2,975.29
		TOTAL PENDING FINANCIAL AID			0.00
		ACCOUNT BALANCE LESS PENDING FINANCIAL AID			2,975.29
		Payment Schedule Due Dates	Amount Due		
		Past Due	1,005.98		
		April 30, 2005	1,969.31		
		MINIMUM PAYMENT DUE April 30, 2005			2,975.29