How to make a payment in ePay.

- Log into WebAdvisor and click on Students.
• In the Students Menu locate the heading: **Financial Information**.
• In the Financial Information section click on the link that reads **Access Chapman ePay/eBill**.
The page below appears. Again, click on **Access Chapman ePay/eBill.**
A new internet browser window appears displaying your ePay student account information.

Click on "Ask for Help" if you wish to email a question regarding your ePay account.

Click on the green "Make a Payment" button to initiate a payment on your student account.
The Account Payment screen is now displayed.

Again, click on the green "Make a Payment" button. After clicking on the button you will be able to change the dollar amount, if you wish.
When making a payment you have two options. Please read the information below for details on the options.

Option 1: Select either radial button (lefthand side) and the amount to the right will by default be paid.

Option 2: On the right handside click into either box and enter the amount you wish to pay.

After selecting your option then click on the green "Continue" button.
In this page you will select your payment method.

Please review the “Payment Amount” field to confirm the amount you choose to pay is displayed.

When making a payment the drop-down menu will display two options.
- **Option 1**: Electronic Check (checking/savings)
- **Option 2**: International Payment

Make your selection and click the green "Select" button to proceed to the next step.
• Click here (will add hyperlink) for a tutorial on making an international payment.

• If electronic check is your payment method. Please provide the following information.
  o Checking/Savings account information.
  o Biographical information associated with the account information you provided.
- Review “Terms and Conditions” and “Submit Payment.”
- Confirmation and payment receipt page.