

STUDENT STATEMENT PAYMENT OPTIONS

ACCESSING THE MYWILSON PORTAL & SELF SERVICE

- Enable pop-ups in your internet browser.
- Go to my.wilson.edu (**MyWilson portal**) and log in by entering your username and password
- You will see the **Self Service** tab in the left navigation bar where you can view your account, register for classes and make payments.

VIEWING YOUR STUDENT STATEMENT

- Select **Account Activity** to see the transaction detail on your account or to view your statement (please be patient as it may take several seconds to load).

To view your account activity by term:

- Select the term you would like to view from the drop down menu.
- You can choose to **Expand All** or select only the category you wish to view in detail by selecting the arrow next to the category name.

To view your statement:

- Select the term you would like to view from the drop down menu.
- Select **View Statement**. This will provide you with the transaction detail of your charges, financial aid and payments.

PAYING YOUR STUDENT STATEMENT

Make a Payment by Check

- Make checks payable to Wilson College
- Mail payments to:

Wilson College
Student Financial Services Center
1015 Philadelphia Ave.
Chambersburg, PA 17201

Student Financial Services Center

Lenfest Commons
717-262-2016
ssc@wilson.edu



Credit/Debit Card Payments

- Go to www.wilson.edu/payaccount.
- Fill in the requested information, review, select credit/debit card payment type and **Continue**.
- **Accept** payment terms and conditions.
- Enter contact information, email and credit card information and select **Continue**.
- Review transaction information and select **Submit Payment**.
- When transaction has been processed you will see the following notification: Payment Submitted Successfully. **Please print** and maintain this confirmation for your records. You will also receive a confirmation email.

IMPORTANT: All credit card payments for student account balances are charged a 2.5% convenience fee.

Electronic Check Payments

- Go to www.wilson.edu/payaccount.
- Fill in the requested information, review, select E-Check payment type and **Continue**.
- **Accept** payment terms.
- Enter contact information, email and bank account information and select **Continue**.
- Review transaction information and select **Submit Payment**.
- When transaction has been processed you will see the following notification: Payment Submitted Successfully. **Please print** and maintain this confirmation for your records. You will also receive a confirmation email.

IMPORTANT: All electronic check payments for student account balances are charged \$1.75/transaction.

PAYMENT PLAN

Wilson partners with ACI Payments, Inc. to offer monthly installment payment options. To enroll in a payment plan go to payplan.officialpayments.com. Select **Enroll in a Plan**, then enter Pennsylvania as the state, Wilson College as the payment entity, and the plan group that reflects your enrollment status. After you have selected the plan group you will need to enter your student ID number, first and last name, and follow the additional instructions. Although the payment plan is interest free, enrollment fees vary by plan. There is a service charge of 2.5% for debit/credit card payments or \$1.75 for e-check (ACH) payments.

Student Financial Services Center

Lenfest Commons
717-262-2016
ssc@wilson.edu

