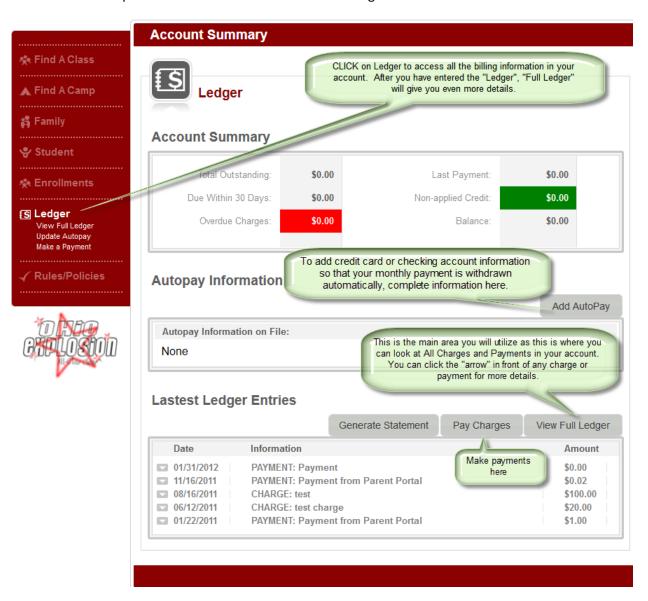
Using the Online Billing System

When logging into the system, the default password is "oce" followed by your house number (i.e., oce1234). Everything is lowercase.

The first time that you login, or if policies are changes, you will have to agree to the policies by reading and scrolling to the bottom and accepting them.

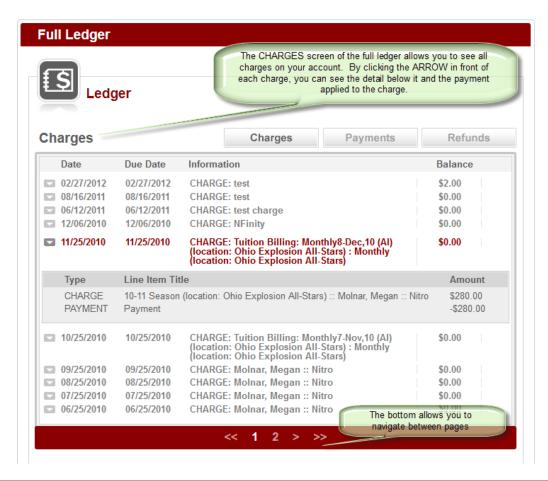
You will then be brought to the main menu. The "Family" and "Student" areas are where you can update information like address, phone, student info, etc.

The "Ledger" area is where you will access the charges, payments, etc of your account. Below is a screen shot that explains the different areas of the main Ledger screen.



FULL LEDGER

Below are some screen shots of the "Full Ledger" screens so that you can see how to move around them.





MAKING A PAYMENT

Make a Payment

Check the boxes next to the charge(s) you would like to pay.

