

## 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.

**Account Summary**

**Ledger**

CLICK on Ledger to access all the billing information in your account. After you have entered the "Ledger", "Full Ledger" will give you even more details.

**Account Summary**

Total Outstanding:	\$0.00	Last Payment:	\$0.00
Due Within 30 Days:	\$0.00	Non-applied Credit:	\$0.00
Overdue Charges:	\$0.00	Balance:	\$0.00

**Autopay Information**

To add credit card or checking account information so that your monthly payment is withdrawn automatically, complete information here.

Add AutoPay

Autopay Information on File:  
None

This is the main area you will utilize as this is where you can look at All Charges and Payments in your account. You can click the "arrow" in front of any charge or payment for more details.

**Latest Ledger Entries**

Generate Statement Pay Charges View Full Ledger

Date	Information	Amount
01/31/2012	PAYMENT: Payment	\$0.00
11/16/2011	PAYMENT: Payment from Parent Portal	\$0.02
08/16/2011	CHARGE: test	\$100.00
06/12/2011	CHARGE: test charge	\$20.00
01/22/2011	PAYMENT: Payment from Parent Portal	\$1.00


Make payments here

**OPAC EXPLOSION**

## FULL LEDGER

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

### Full Ledger



#### Ledger

The CHARGES screen of the full ledger allows you to see all charges on your account. By clicking the ARROW in front of each charge, you can see the detail below it and the payment applied to the charge.

#### Charges


Charges | Payments | Refunds

Date	Due Date	Information	Balance
<input checked="" type="checkbox"/> 02/27/2012	02/27/2012	CHARGE: test	\$2.00
<input checked="" type="checkbox"/> 08/16/2011	08/16/2011	CHARGE: test	\$0.00
<input checked="" type="checkbox"/> 06/12/2011	06/12/2011	CHARGE: test charge	\$0.00
<input checked="" type="checkbox"/> 12/06/2010	12/06/2010	CHARGE: NFinity	\$0.00
<input checked="" type="checkbox"/> 11/25/2010	11/25/2010	CHARGE: Tuition Billing: Monthly8-Dec,10 (Al) (location: Ohio Explosion All-Stars) : Monthly (location: Ohio Explosion All-Stars)	\$0.00
Type	Line Item Title	Amount	
CHARGE	10-11 Season (location: Ohio Explosion All-Stars) :: Molnar, Megan :: Nitro	\$280.00	
PAYMENT	Payment	-\$280.00	
<input checked="" type="checkbox"/> 10/25/2010	10/25/2010	CHARGE: Tuition Billing: Monthly7-Nov,10 (Al) (location: Ohio Explosion All-Stars) : Monthly (location: Ohio Explosion All-Stars)	\$0.00
<input checked="" type="checkbox"/> 09/25/2010	09/25/2010	CHARGE: Molnar, Megan :: Nitro	\$0.00
<input checked="" type="checkbox"/> 08/25/2010	08/25/2010	CHARGE: Molnar, Megan :: Nitro	\$0.00
<input checked="" type="checkbox"/> 07/25/2010	07/25/2010	CHARGE: Molnar, Megan :: Nitro	\$0.00
<input checked="" type="checkbox"/> 06/25/2010	06/25/2010	CHARGE: Molnar, Megan :: Nitro	\$0.00

The bottom allows you to navigate between pages

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### Full Ledger



#### Ledger

The PAYMENTS screen of the full ledger allows you to see all payments on your account. By clicking the ARROW in front of each payment, you can see where the payment was applied to. This screen will also show any credits to your account. All credits begin with CM-

#### Payments

Charges | Payments | Refunds

Date	Information	Amount	Balance
<input checked="" type="checkbox"/> 01/31/2012	PAYMENT: Payment :: CM-TEST ACCOUNT	\$0.00	\$0.00
<input checked="" type="checkbox"/> 11/16/2011	PAYMENT: Payment from Parent Portal	\$0.02	\$0.00
<input checked="" type="checkbox"/> 01/22/2011	PAYMENT: Payment from Parent Portal	\$1.00	\$0.00
<input checked="" type="checkbox"/> 12/01/2010	PAYMENT: Payment :: CK #2544	\$300.00	\$0.00
<input checked="" type="checkbox"/> 12/01/2010	PAYMENT: Payment :: CR #455612	\$280.00	\$0.00
<input checked="" type="checkbox"/> 10/15/2010	PAYMENT: Payment :: CK #2533	\$280.00	\$0.00
<input checked="" type="checkbox"/> 09/15/2010	PAYMENT: Payment :: CK #2532	\$315.00	\$0.00
<input checked="" type="checkbox"/> 08/15/2010	PAYMENT: Payment :: CK #2531	\$280.00	\$0.00
<input checked="" type="checkbox"/> 07/01/2010	PAYMENT: Payment :: CM-BEST OF BEST FUNDRAISER	\$0.00	\$0.00
<input checked="" type="checkbox"/> 06/01/2010	PAYMENT: Payment :: CC		

The bottom allows you to navigate between pages

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## MAKING A PAYMENT

### Make a Payment

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

Pay?	Due Date	Charge Title	Amount Due	Payment Amount
<input checked="" type="checkbox"/>	02/27/2012	test	\$2.00	1.50

Total Payment Amount

1.50

Form of Payment

Select.. ▼

Submit Payment

When you select "Make a Payment", this screen appears. You then put a checkmark in the charges that you wish to pay. If you do not want to pay the full amount of a charge, just click in the "Payment Amount" box and change the amount as shown above. Once you tab or click out of that box, the "Total Payment Amount" will change. You then click "Form of Payment" and fill out your credit information and click Submit Payment.

We accept Visa, Mastercard and Discover. We do NOT accept American Express at this time