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.

Full Ledger

Ledger

Charges

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	Payments	Refunds

	Date	Due Date	Information	Balance
▾	02/27/2012	02/27/2012	CHARGE: test	$2.00
▾	08/16/2011	08/16/2011	CHARGE: test	$0.00
▾	06/12/2011	06/12/2011	CHARGE: test charge	$0.00
▾	12/06/2010	12/06/2010	CHARGE: NFinity	$0.00
▾	**11/25/2010**	**11/25/2010**	**CHARGE: Tuition Billing: Monthly8-Dec,10 (AI) (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

	Date	Due Date	Information	Balance
▾	10/25/2010	10/25/2010	CHARGE: Tuition Billing: Monthly7-Nov,10 (AI) (location: Ohio Explosion All-Stars) : Monthly (location: Ohio Explosion All-Stars)	$0.00
▾	09/25/2010	09/25/2010	CHARGE: Molnar, Megan :: Nitro	$0.00
▾	08/25/2010	08/25/2010	CHARGE: Molnar, Megan :: Nitro	$0.00
▾	07/25/2010	07/25/2010	CHARGE: Molnar, Megan :: Nitro	$0.00
▾	06/25/2010	06/25/2010	CHARGE: Molnar, Megan :: Nitro	

The bottom allows you to navigate between pages

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Full Ledger

Ledger

Payments

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-

	Charges	Payments	Refunds

	Date	Information	Amount	Balance
▾	01/31/2012	PAYMENT: Payment :: CM-TEST ACCOUNT	$0.00	$0.00
▾	11/16/2011	PAYMENT: Payment from Parent Portal	$0.02	$0.00
▾	01/22/2011	PAYMENT: Payment from Parent Portal	$1.00	$0.00
▾	12/01/2010	PAYMENT: Payment :: CK #2544	$300.00	$0.00
▾	12/01/2010	PAYMENT: Payment :: CR #455612	$280.00	$0.00
▾	10/15/2010	PAYMENT: Payment :: CK #2533	$280.00	$0.00
▾	09/15/2010	PAYMENT: Payment :: CK #2532	$315.00	$0.00
▾	08/15/2010	PAYMENT: Payment :: CK #2531	$280.00	$0.00
▾	07/01/2010	PAYMENT: Payment :: CM-BEST OF BEST FUNDRAISER	$0.00	$0.00
▾	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
☑	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 access Visa, Mastercard and Discover. We do NOT accept American Express at this time