

Student Business Services

How to view your eStatement

This tutorial covers how to view a student eStatement

- 1. Login to the *Chapman University Self Service*.
- 2. On the Student Center homepage, select the *Financial Account*.
- 3. Click on "Access ePay" from the menu, then select the "Access ePay".

| Student Center Homepage | Access ePay | | : | | |
|-------------------------------------|---|--|---|--|--|
| Account Summary | Access ePay | | | | |
| Access ePay | Use the Access ePay button for the following services: | | | | |
| Account Activity | Make a Payment - Credit/debit cards are not accepted for tuition and fees on the student account View Billing Statements Payment Plans - Enroll/View/Pay Purchase Tuition Insurance Set up Panther Partner Authorized Users Set up an eRefund Account | | | | |
| Rayment History | | | | | |
| _ම Pending Financial Aid | - Acknowledge Tuition Withdrawal Policy | | | | |
| 🕎 Make an eDeposit | Access ePay | | | | |

4. Next click on "View Statements".

| 👚 My Account Make Payment | Payment Plans Deposits Refunds Help | |
|---|--|--------------------|
| Announcement | Student Account ID: xxx6701 | My Profile Setup |
| Welcome to Chapman University ePav! | Balance \$0.00 | Personal Profile |
| ePay will be unavailable due to system maintenance Saturday, March 12 at 5am PST – Monday, March 14 at 10:00 am PST. | View Activity Make Payment | Payment Profile |
| | Statements Vew Statements Vew Statements | Security Settings |
| Payment plans are term specific. You must enroll each eligible | (2/28/22) Statement : \$5.00 | Electronic Refunds |
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5. Select "View" to open the available statements.

| * | My Account Make Payment Payment Plans | Deposits Refunds Help | | | My Profile |
|---|--|-----------------------|-----------|---------|------------|
| | Statements | | | | |
| | Billing Statements 1098-T Tax Statements | | | | |
| | Show 10 v entries | | | Search: | • |
| | Statement Date ↓ | Due Date | Amount ↓↑ | Action | 7 |
| | 2/28/22 | 3/20/22 | \$5.00 | | View |
| | 1/31/22 | 2/20/22 | \$5.00 | | View |
| | 12/31/21 | 1/20/22 | \$5.00 | | View |
| | 12/31/21 | 1/20/22 | \$5.00 | | View |
| | 12/31/21 | 1/20/22 | \$5.00 | | View |
| | 11/30/21 | 12/20/21 | \$5.00 | | View |

6. View the detail of the statement.

| CHAPMAN UNIVERSITY | For questions regarding your Statement please call Student Business Services at 714-997-6617 or email ocbusn@chapman.edu | | | |
|---|---|---------------------------|--|-----------------------|
| N Dhumaida, CA 03505 4310 Sebio440 Omeil chapman adu | | | Student ID: 1 Statement Date: 02/2 Due Date: 03/2 Amount Due: \$5.0 | 8/2022 0/2022 0 |
| Date Term | Description | Charges | Payments | Balance |
| BALANCI | FORWARD AS OF 01/31/2022 | Ŭ | , i i i i i i i i i i i i i i i i i i i | 5.00 |
| Balance r | ay include a past due amount. If recently paid, please disregard. | | | |
| ACCOUN | T BALANCE AS OF 02/28/2022 | | | 5.00 |
| Pending TOTAL P | Financial Aid NDING FINANCIAL AID | \rightarrow | Pending Amount | 0.00 |
| ACCOUN | T BALANCE LESS PENDING FINANCIAL AID | | | 5.00 |
| Payment Payment verify enr your insta Otherwise | Schedule Due Dates Nama are term specific. Visit ePay to iment for the current iterm and to view iment due dates and amounts. payment is due 03/20/2022. | \rightarrow | | Amount Due 5.00 |
| Notes Direct De | osit is available under eRefund in Access ePay. | | | |
| Blosse remember that up | u must be enrolled in the correct number of units and correct classes in order to receive any figh | noial aid you may have h | and awarded | |
| Please remember that yo | a must be enrolled in the conect number of units and conect classes in order to receive any ima Late fees will be assessed on payments received after scheduled due dates. | incial alu you may nave i | ieen awarded. | |
| For m | ore information regarding the University's billing, payment methods and other services visit www | /.chapman.edu/sbs. | | |
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