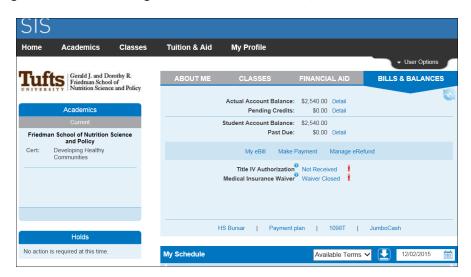
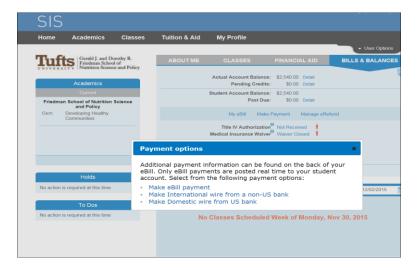
How to Pay Tuition via SIS

Start by logging into SIS. From landing on the "About Me" screen, click on the "Bills & Balances" tab.

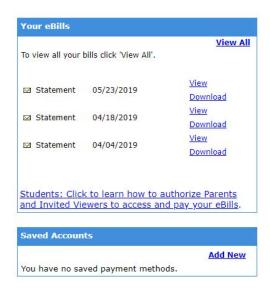


If you plan to make a wire payment, click "Make a Payment" and follow the prompt that pops up.



To make a traditional eBill payment, click "My eBill" and you will be directed to the following screen.





You can select the most current university bill and click "pay now"



You will be instructed to click on "Balance on Account" as seen below

Pay Now:

Click "Balance on Account" in box below to make an online payment.

You will have the option to edit your payment amount prior to checkout.

 Description
 Amount

 Balance on account
 \$10,788.00

You should now see the following screen. Place the amount of the bill that you would like to pay in the box and click on "Add to Basket"

Balance on account Amount to pay: 10788.00 To pay this amount, click the button below. Add to Basket

You will be directed to this screen, where you will click on "Checkout"

Item Code	Edit	Delete	Amount
Balance on account	Edit Item	<u>Delete Item</u>	\$10,788.00
		Total Amount	\$10,788.00
			Checkout

You will then be instructed to enter your bank account information as indicated below.

Enter check information IMPORTANT: Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number. Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned. If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use. Bank Account Number Confirm Bank Account Number Account Type* Checking Savings Routing Transit Number What are my Routing Transit and Account Numbers? Account Holder Name **Email Address**

(Optional) Please provide a name for this payment method to be saved for future use:

ex: 'MyChecking'

(You'll have a chance to review this order before it's final.)

If you would prefer to send a physical check, you can follow the directions below. For information can be found here: http://finance.tufts.edu/bursar/methods-of-payment/

Payment by Check

Personal checks, cashier's checks and money orders should be made payable to TRUSTEES OF TUFTS COLLEGE in U.S. Dollars (\$) and drawn on a United States Bank. Post dated checks will not be accepted. All checks should note the Student ID # on the memo line and be mailed with the printable payment coupon, accessed by clicking the Payment Coupon button at the bottom of your Tufts eBill statement.

Checks mailed with a payment coupon should go to our Lockbox address:

Tufts University Health Sciences Bursar's Office P.O. Box 414090 Boston, MA 02241-4090

Checks mailed without a payment coupon should go to our Mailing address:

Tufts University Health Sciences Bursar's Office 136 Harrison Avenue Boston, MA 02111

Please do not mail correspondence to the Lockbox address with your payment. Doing so will delay delivery. Any correspondence or notes should be mailed separately to our Mailing address.