Students,

We recommend that you provide information for the following 3 items, if not previously completed:

1. **Complete your student consent to release education records (FERPA) form.** Enables University representatives to speak only to persons you have allowed access to your educational records. *(The FERPA form was mailed with your Vital Information from Admissions.)*
   - [web.trinity.edu/x9680.xml](http://web.trinity.edu/x9680.xml)

2. **Set up authorized users (i.e., parents, guardians).** Enables persons to independently access your account online, make a payment, or enroll in a payment plan.
   - [payonline.trinity.edu](http://payonline.trinity.edu)

3. **Set up your profile for e-refunds.** These refunds are processed and sent electronically to your bank account.
   - [payonline.trinity.edu](http://payonline.trinity.edu)

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### Navigating the Pay-Online System

#### Log into payonline.trinity.edu

1. **Set up authorized users**
   1. At the top of the screen, in the menu bar, click **Authorized Users**.
   2. To **Add Authorized Users**, enter the preferred e-mail address and answer the two questions.

2. **Enroll in a payment plan**
   1. At the top of the screen, in the menu bar, click **Payment Plans**.
   2. Click **Enroll Now**.
   
   For more information, refer to Payment Plan brochure at [web.trinity.edu/x9682.xml](http://web.trinity.edu/x9682.xml).

3. **Set up your eRefund for the first time**
   1. Click **My Profiles** in the menu bar.
   2. Click **Saved Payment Methods**.
   3. Click **Add New Payment Method**.
   4. Select **Electronic Check** and click **Continue**.
   5. Enter banking information and click **Continue**.
   6. Check **I Agree**, and click **Continue**.

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### Change your eRefund set-up

1. At the top of the screen, in the menu bar, click **eRefunds**.

2. See account description and choose **Edit/Remove** to make changes or delete the account.

### Make a payment to your bill

1. At the top of the screen, in the menu bar, click **Payments**.

2. Click **Make a Payment**.

3. Check **Current Statement**, make changes to the amount due, if needed.³ Click **Continue**.

4. Enter your banking information or select a saved payment method from the drop-down menu. Click **Select**.

5. Purchase additional items at this time.²
   - **Auto Decal** — semester or annual
   - **Mirage** (yearbook)
   - **Trinitonian** (school newspaper) — first class or third class
   - **Tiger Bucks** (must be paid now)

6. Review and click **Submit Payment**.

³ Enter any monetary amount of at least $0.01, and proceed to choices.

² You may pay now or pay later, but the Current Statement amount must be paid to complete the process.

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### Contact Student Accounts

- **1-888-TRINITY** (toll free) or **210-999-7391**
- or e-mail **studentaccounts@trinity.edu**
Navigating the Pay-Online System