

RAVENZONE

HOW TO ACCESS YOUR STUDENT BILLING INFORMATION

Benedictine College partners with TouchNet, a leading provider of online software for student tuition billing, payments and electronic refunds. Online bill pay gives you and your parents 24/7 access to view and pay your bill, with real-time updates.

EASY Gain immediate access to your current bill, your current account balance, and unbilled student activity. You are only a couple clicks away from viewing your bill and making a payment. And it's easy to give your parents access too!

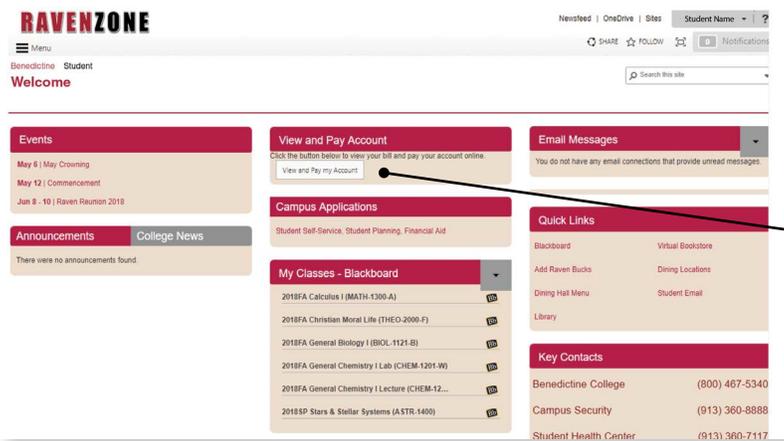
SECURE Pay online using a credit card or electronic check knowing your information is secure using industry standard protection.

CONVENIENT Want to know when a new statement is available? Check your email. Want to make a payment during a study break at the library? No problem. Access your student bill through a web browser on your SmartPhone, tablet or laptop, anywhere, anytime.

FAST Scrambling to meet payment deadlines is a thing of the past. Payments made through our eBill system will update your student account in real-time.

Parents: your Benedictine College student can give you direct access to the secure TouchNet software by setting you up as an Authorized User. See instructions on page 3.

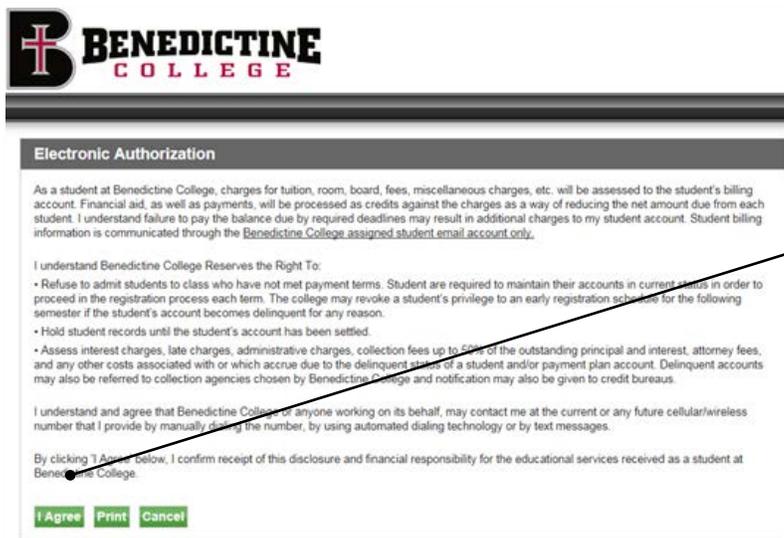
HOW TO VIEW AND PAY YOUR BILL ONLINE



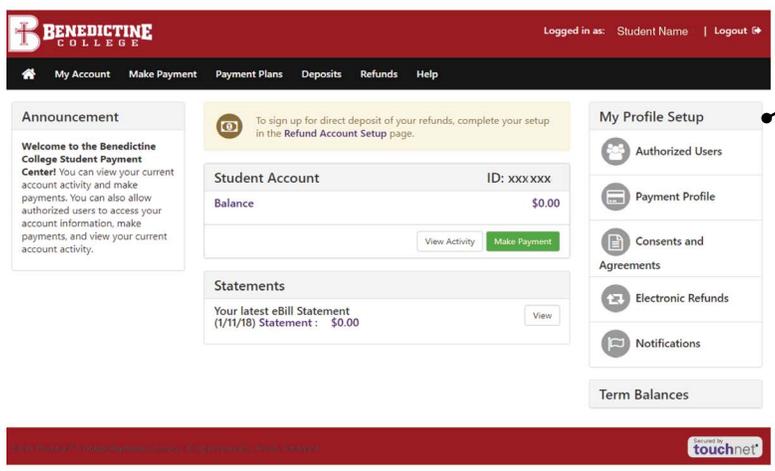
1. LOG IN TO RAVENZONE

All students are issued a username and password to access RavenZone.

2. CLICK 'VIEW AND PAY ACCOUNT' in the middle of the page.



3. SELECT 'I AGREE' on the Electronic Authorization in order to proceed (this consent agreement only appears the first time a student logs in).



4. THE STUDENT IS NOW IN TOUCHNET, allowing him/her to view account activity, make a payment, enroll in a semester payment plan and electronic refunds (eRefund), among other things.

HOW TO CREATE AN AUTHORIZED USER

Note: An Authorized User can be anyone the student wants to give permission to see his or her student bill, payments on account, etc. It can be a parent, grandparent, anyone who helps the student understand his/her financial situation at Benedictine College.

1. LOG IN TO RAVENZONE

After the student has logged in to RavenZone and selected 'View and Pay Account,' the student is directed to TouchNet's secure website.

2. UNDER THE 'MY PROFILE SETUP' CLICK 'AUTHORIZED USERS.'

3. TYPE IN THE EMAIL ADDRESS

of the person the student chooses to receive notification of his or her tuition billing information. Please read both questions, answer accordingly, and click 'Continue.'

4. PLEASE READ THE AGREEMENT ON THIS SCREEN, check the box labeled 'I Agree' and 'Continue' (Print agreement for your records if a hard copy is desired).

