



## Beginning fall 2005, WestConn will unveil EZpay — a new electronic billing and payment system.

With EZpay, you'll be able to view and pay your bill online from the convenience of your own home, or authorize someone else to pay on your behalf. EZpay is part of WestConn's "path to paperless" initiative, aimed at creating greater efficiencies through the use of technology, while at the same time reducing expenses on paper and postage.

Soon after you register for classes, you will receive notification through your WCSU e-mail account that an e-bill has been posted. Here's what to do next:

### 1 Log in to EZpay

- Go online to [WestConnduit.wcsu.edu](http://WestConnduit.wcsu.edu)
- Enter your Windows username and 6-digit Banner PIN — then click "Login."
- Click the "Banner" tab
- Click the "Student Services" option
- Click "View My Student Bill/Make Payment"

### 2 View and print your bill

- From the left hand menu, select: "View Accounts" (Your current account activity will be displayed)
- To view your most recent charges, select: "Current Statement" from the Account Actions menu
- Click onto "Printable Statement" to print out a copy of your most recent bill

### 3 Securely pay your bill online using your Visa, MasterCard, Discover, debit card or by using your checking or savings account (U.S. accounts only).

- From the left hand menu select: "Make Payment." Enter the amount and select your payment method using the "Payment Method" drop down box

You may also authorize someone else, i.e. a parent, to pay your bill. From your account, do the following:

- From the left hand menu, select: "Authorize Payers"
- Assign a login name and password for your payer (case sensitive)
- Notify your authorized payer of their login name, password and the Web site: <https://www.wcsu.edu/ezpay>

### How can I get more information?

Please contact the Cashier's Office by calling (203) 837-8381 or by sending an e-mail to [cashiers@wcsu.edu](mailto:cashiers@wcsu.edu).

## Frequently Asked Questions

### Do I really need a WCSU e-mail account?

Yes! From now on, important university-related information and notification of e-bill postings will be sent directly to your WCSU e-mail account. If you do not have an account, or can't remember your username or password, please visit one of the computer centers at either campus. You should check your WCSU e-mail account regularly.

### What is an e-bill notification?

An e-bill notification comes in the form of an e-mail to your WCSU account, alerting you that your billing statement is available for viewing. Your e-bill will display the same information as a traditional paper bill.

### What is my current account activity?

This is an up-to-the-minute listing of all charges recorded since the previous billing statement.

### Is this online payment system secure?

Yes it is. WestConn has partnered with GlobalPayments™ which ensures all transactions are handled in a completely secure environment.

### Can I still get a paper bill instead of an electronic one?

Yes, you must submit an Electronic Billing Exemption Appeal Form for approval (available in the Cashier's Office). To receive an appeal form by mail, send a written request including your name and address to:

WCSU Cashier's Office  
181 White Street, Danbury, CT 06810