PAYING YOUR BILL & CONFIRMING ATTENDANCE

Login to your **myInfo account** and on the homepage, click **Electronic Billing & Payments**, enter the term you are wanting to view then click submit.

- At the bottom of the page, click **View Detail** if you'd like to see an itemized bill.
- If your bill has been covered by financial aid, there will be a button at the bottom of your bill that says "**Confirm Attendance**." Click the button.
- Scroll back to the top and it should now say "**Your account has been CONFIRMED for this term**."

You must accept or waive your student health insurance and confirm your attendance every semester!

Your account is NOT CONFIRMED yet.

Description	Cur Charge	Future Chg	Pmt/Credit	Balance
Class Fees	$315.00			
Nonrefundable Registration Fee	$30.00			
Refund	$1,125.00			
Refund	$1,125.00			
Financial Aid			$750.00	
Financial Aid			$1,125.00	
Financial Aid			$2,050.00	
Financial Aid			$1,025.00	
Current Term Charges:	$11,565.44			
Previous Balance:	$0.00			
Total Charges:	$11,565.44			
Term Credits and Payments:			$11,565.44	
	Current Bal Due:			$0.00
	Future Due:			$0.00

*** Your Account shows a 0 or Credit Balance, please click Confirm button to Accept your Charges and Payments

Confirm Attendance: To confirm your attendance this semester, click

Confirm Attendance
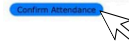
All students are required to have health insurance, so you may see a charge for Student Health Insurance, as students are in a default "opt-in" status. If you have your own health insurance, you can waive this by going to:

Student Services > Registration > Add/Drop Classes > Select Term > **Elect or Waive Health Insurance**

If your financial aid is not able to cover the entire cost, you can pay the rest online or submit an **Installment Contract Form** to be confirmed in your classes.

- Scroll down to the bottom of your bill and click **QuikPay**, this will take you to a new screen where you can set up a payment plan or pay.

  - Click here to Pay your Student bill
  - Click here for the Installment Contract Form
  - Click here to add funds or view your UCARD balances!

- In this screen, you can also do the following:
  - manage your payment profiles
  - authorize others to make payments on your behalf
  - view your account status
  - quickly make payments to your account
  - and more -- all online!

If you need additional aid, you can also fill out a request for Work Study form here: **https://www.msubillings.edu/finaid/forms/Work_Study_Request_Form.pdf**

If you have any questions, you can contact Business Services at: **BUSINESSOFFICE@MSUBILLINGS.EDU | 406-657-2140**

Once you've paid your bill or have a payment plan set up, you will then be confirmed for attendance.

You did it!