![SAIC School of the Art Institute of Chicago]
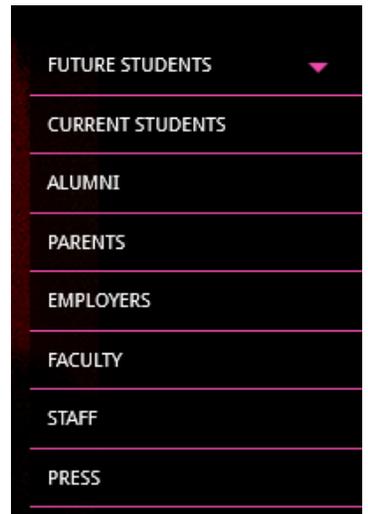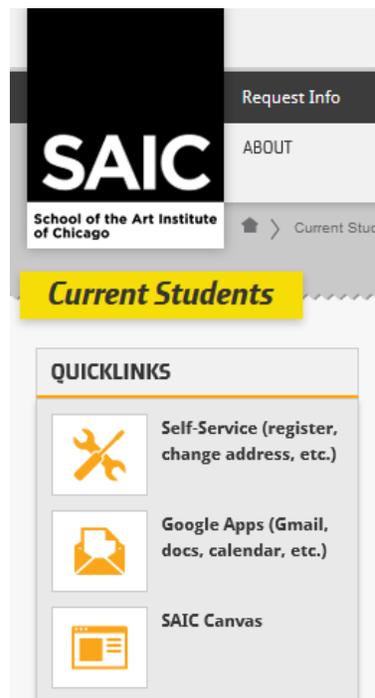
# Access your **Student Financial Services Account** online, in four easy steps:

1. Go to saic.edu and click on the *Current Students* tab on the right-hand side of the page.

2. Click on *Self-Service*, located in the *Quicklinks* section on the left-hand side of the page.

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3. Sign into PeopleSoft by entering your *Username* and *Password* again. Then, click on *Sign In*.
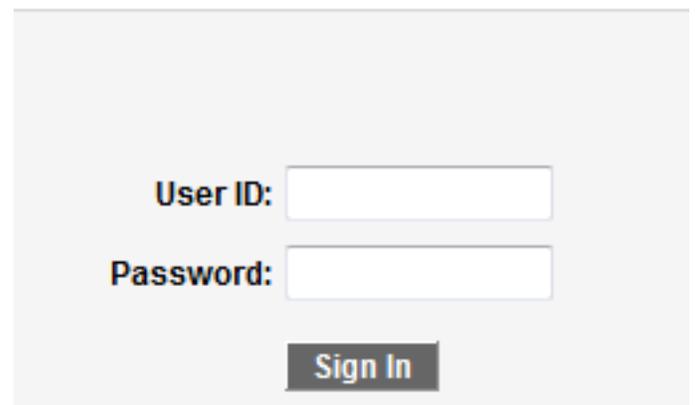
User ID: [ ]

Password: [ ]

Sign In

4. Once into *Self-Service*, click on *Student Center*, located in the upper left-hand corner.

1) Your Account:

You can view the current balance and see the date on which your last payment was received. You can also make a payment here, by clicking on the blue "Make a payment or ARTICard Deposit" link.

2) Your Recent Payments:

This panel allows you to view recent payments that have been made to the account.

3) eRefund:

You can also see your eRefund status.

eRefund Sign-Up and Processing means that you are not now, nor have you ever been signed up for eRefunds.

Enrolled means that you are enrolled for eRefunds.

Withdrawn means that you have withdrawn for eRefunds.

Declined means that you have chosen to not participate in eRefunds.

4) Parent PINs:

In this section, the student can set up an authorized user account for parents to make payments. The student controls when and to whom access to their account will be given through CASHNet.

The authorized user website is: *https://commerce.cashnet.com/saicpay*

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SAIC ePay, Payment Plans and eRefund

1 Your Account

Current Balance $19,035.75

(Credit balances not displayed)

Credit card (MasterCard, Visa, Discover and American Express) and an ACH payment can be made on-line through the link below. **A service fee will be charged to make a credit card payment. The fee for making a credit card payment will be based upon the amount of the payment.** There is no fee for making an ACH payment online.

Make a payment or ARTICard Deposit

The last payment received was for $6,345.25 on 1/28/2014.

2 Your Recent Payments

View All

01/28/2014	$6,345.25	View
12/29/2013	$51.38	View
10/18/2013	$1,965.80	View

3 eRefund

eRefund Sign-up & Processing

4 Parent PINs

Add New

5 Your Bills and 1098-T Tax Forms

View All

SAIC is not offering eBilling at this time.

6 SAIC Payment Plans

You are enrolled in the Spring 2014 Tuition Installment Payment Plan

Sign up for the Spring 2014 Laptop Payment Plan

7 Auto Payments

Click here to sign up for Automatic deduction payment for your Semester Payment Plan

8 Saved Accounts

Add New

You have no saved payment methods.

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5) Your Bills and 1098-T Tax Forms:

SAIC is not offering e-billing at this time. In this section, you can view and print a copy of your 1098-T, if available. ***Please note: not all students will receive a 1098-T.***

6) SAIC Payment Plans:

Click on the link in this section if you wish to be enrolled in a payment plan.

Sign up for the Payment Plan means that you are not on a payment plan.

You are enrolled in the Tuition Installment Plan means that you are enrolled in the semester plan.

SAIC payment plans do NOT carry over to the next semester. Therefore, you MUST re-enroll for the SAIC payment plan each semester, if you wish to remain on it.

7) Auto Payments:

Click on the link in this section if you wish to re-activate, edit, correct, or delete Auto Payment.

If you have never been set up for Auto Payment, you will not see this section on your CASHNet page.

First-time Auto Payment users must sign up in the ***Your Account*** section. Click on the ***Make a payment or ARTICard Deposit*** link, and then select the link to make a payment for your payment plan. One of the options will be ***Sign up for Auto Payment***. Click this and follow the instructions.

Recurring Auto Payment users can re-sign up for Auto Payment by clicking on the ***Click here to sign up for Automation deduction payment for your semester plan*** link, located in the ***Payment*** section.

SAIC Auto Pay does NOT carry over to the next semester. Therefore, you MUST re-enroll for SAIC Auto Pay each semester, if you wish to remain on it.

8) Saved Accounts:

If you have elected to save your payment methods, this is the section where you will see those payments. *Please note: You cannot delete a payment method that is currently being used for eRefund. You must first change the current payment method in order to delete the saved payment. Once you change the payment method, you will be able to see the delete button in the saved payments section.*