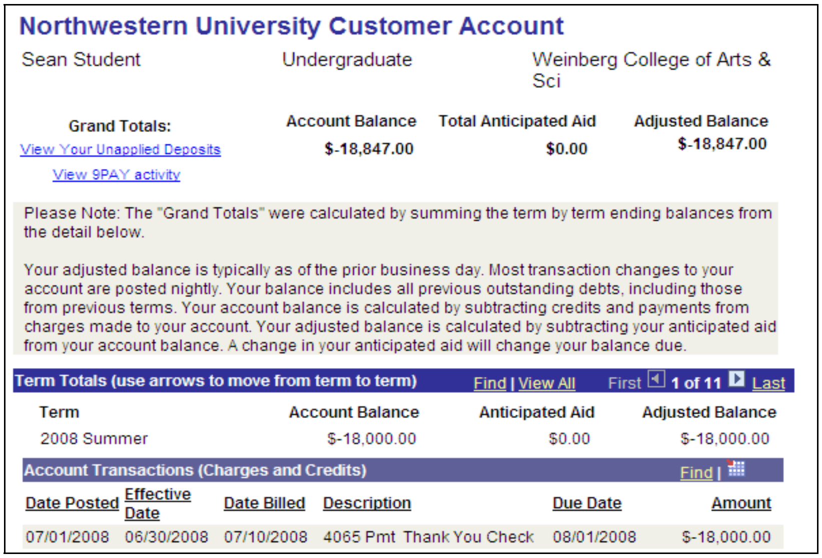
Student Financials
View My Account

Procedure
Use this lesson to view your Account.

Step	Action
1.	On the Student Center home page, you will see a list of Financial Services links. The "View My Account" is the first option. Select this link. Click the **View My Account** link. View My Account



Northwestern University Customer Account

Sean Student | Undergraduate | Weinberg College of Arts & Sci

Grand Totals:	Account Balance	Total Anticipated Aid	Adjusted Balance
View Your Unapplied Deposits View 9PAY activity	$-18,847.00	$0.00	$-18,847.00

Please Note: The "Grand Totals" were calculated by summing the term by term ending balances from the detail below.

Your adjusted balance is typically as of the prior business day. Most transaction changes to your account are posted nightly. Your balance includes all previous outstanding debts, including those from previous terms. Your account balance is calculated by subtracting credits and payments from charges made to your account. Your adjusted balance is calculated by subtracting your anticipated aid from your account balance. A change in your anticipated aid will change your balance due.

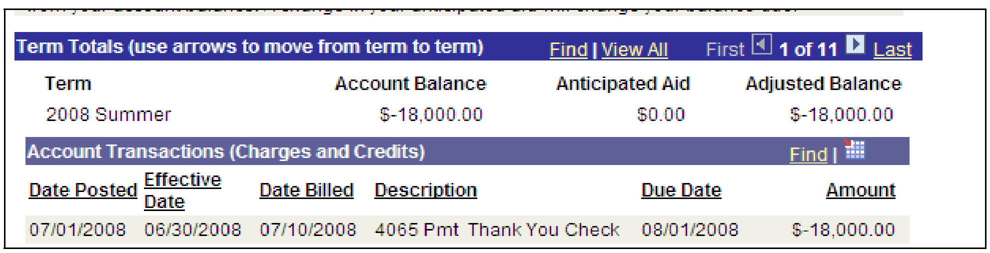
Term Totals (use arrows to move from term to term) Find | View All First 1 of 11 Last

Term	Account Balance	Anticipated Aid	Adjusted Balance
2008 Summer	$-18,000.00	$0.00	$-18,000.00

Account Transactions (Charges and Credits) Find |

Date Posted	Effective Date	Date Billed	Description	Due Date	Amount
07/01/2008	06/30/2008	07/10/2008	4065 Pmt Thank You Check	08/01/2008	$-18,000.00

Step	Action
2.	The Customer Account page displays. The page defaults to the last term in which you have financial transactions.



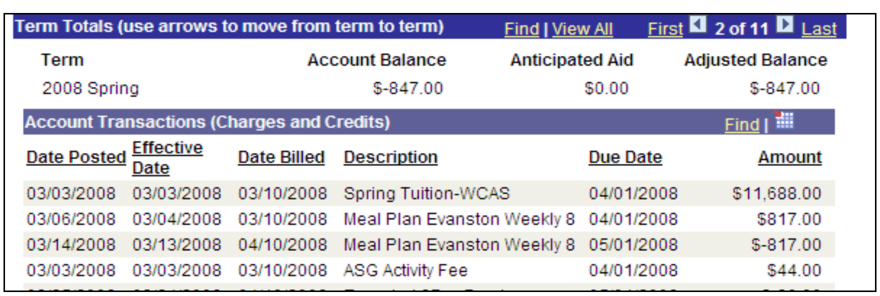
Term Totals (use arrows to move from term to term) Find | View All First 1 of 11 Last

Term	Account Balance	Anticipated Aid	Adjusted Balance
2008 Summer	$-18,000.00	$0.00	$-18,000.00

Account Transactions (Charges and Credits) Find |

Date Posted	Effective Date	Date Billed	Description	Due Date	Amount
07/01/2008	06/30/2008	07/10/2008	4065 Pmt Thank You Check	08/01/2008	$-18,000.00

Step	Action
3.	To view another term, use the "Next" arrow to go to previous terms. Click the **Show next row** button.



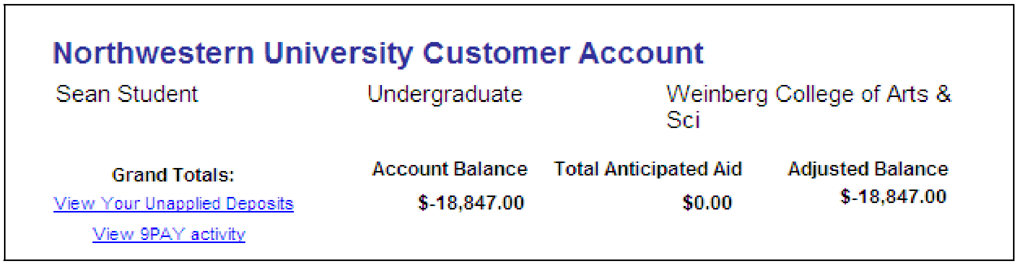
Term Totals (use arrows to move from term to term) Find | View All First 2 of 11 Last

Term	Account Balance	Anticipated Aid	Adjusted Balance
2008 Spring	$-847.00	$0.00	$-847.00

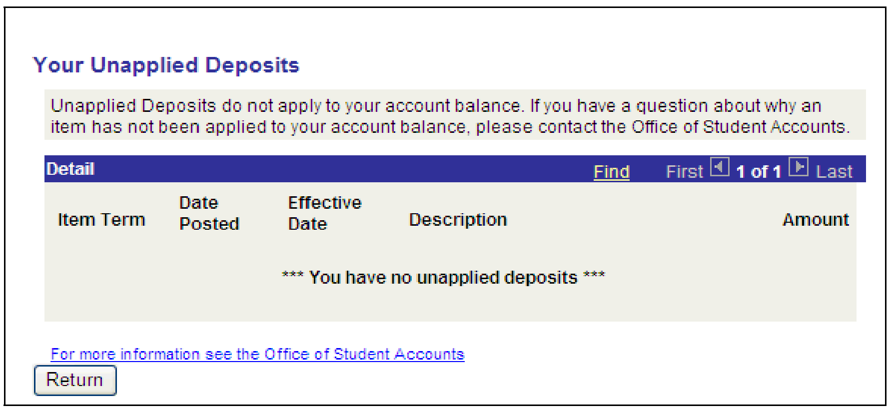
Account Transactions (Charges and Credits) Find |

Date Posted	Effective Date	Date Billed	Description	Due Date	Amount
03/03/2008	03/03/2008	03/10/2008	Spring Tuition-WCAS	04/01/2008	$11,688.00
03/06/2008	03/04/2008	03/10/2008	Meal Plan Evanston Weekly 8	04/01/2008	$817.00
03/14/2008	03/13/2008	04/10/2008	Meal Plan Evanston Weekly 8	05/01/2008	$-817.00
03/03/2008	03/03/2008	03/10/2008	ASG Activity Fee	04/01/2008	$44.00

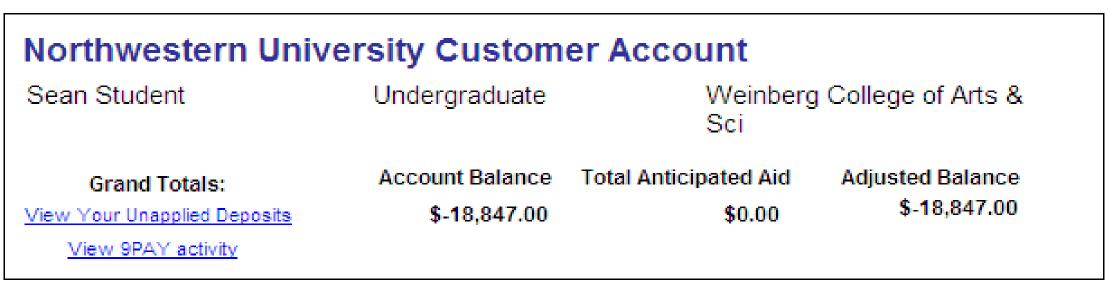
Step	Action
4.	Notice that the transactions you now see displayed are for the previous term, 2008 Spring.



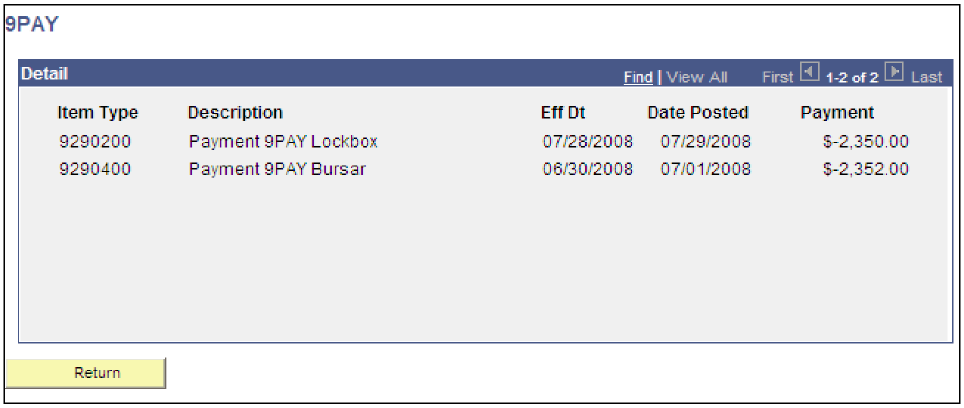
Step	Action
5.	If you would like to see the status of any unapplied deposits, click on the "View Your Unapplied Deposits" link. Click the **View Your Unapplied Deposits** link. View Your Unapplied Deposits



Step	Action
6.	If you had any deposits that had not been applied toward your account they would show up here.
7.	Click the "Return" button to go back to the "Customer Account" page. Click the **Return** button. Return



Step	Action
8.	To view 9PAY activities, click on the "View 9PAY activity" link. NOTE: “Expected 9Pay Funds" and “9Pay Plan Adjustment” transactions will display on the "Customer Account" page. Click the **View 9PAY activity** link. View 9PAY activity
9.	Here you will see all of your completed 9PAY transactions



Step	Action
10.	Click on the "Return" button to go back to the "Customer Account" page. Click the **Return** button. Return
11.	This concludes the lesson on Viewing Your Account. **End of Procedure.**

If you need further assistance, please contact the Office of Student Accounts
Evanston office:
847-491-5224
studentaccounts-ev@northwestern.edu

Chicago office:
312-503-8503
studentaccounts-chicago@northwestern.edu