




## Paying Your Bill & Confirming Attendance

**You must confirm your attendance every semester!**

### Steps to Confirm Attendance:

**Log into:** MyMSUB

**Click On:** Tasks icon on the top right 

**Click On:** Tasks and then select 'Confirm Tuition Account'

- If you have a zero or credit balance, the 'Confirm Bill' option will display.
- If you have a positive balance due, please make a payment or setup a payment plan to confirm attendance.
  - Click the 'My Payments and Refunds' link on the Billing & Payment Card.

### How to Access your Web Bill

**Go To:** [msubillings.edu](http://msubillings.edu)

On our home page banner **Click on:** MyMSUB

**Enter:** Net ID & password

**Click on:** Billing & Payment

**Click on:** My Payments & Refunds.

**In QuikPay, Click On:** View & Pay Accounts

### How to set up a Payment Plan:

**Follow:** How to access web bill above, and

On the left side of the screen, select Payment Plan and follow the instructions.

### How To set up for Direct Deposit Refunds on QuikPay

**Follow:** How to access web bill above, and

**Click on:** Manage Refunds

There you can choose paper check or direct deposit.

For Direct Deposit you will need your Bank routing number and a checking or savings account number. QuikPAY will not accept credit/debit card numbers.

\*Paper checks could take up to two weeks to arrive, direct deposit 3-5 business days.

### How to set up an Authorized Payer

**Follow:** How to access Web bill above, and

In QuikPay: **Click on:** Authorize Payers – Add New

Student creates a username for payer & provides payers email then submit.

Your authorized payer will receive an email with a link to QuikPAY. They will then create a password giving them access to pay your bill only.

### How to Waive Student Health Insurance Charges

Please choose to purchase or decline the MSUB student health insurance plan as soon as possible by following these steps.

- Log into MyMSUB
- Click the Billing & Payment Tab
- Click Insurance Selection Requirement Card
- Follow the steps to purchase or decline insurance.

### How to add funds to your U-Card

**Login to:** **Get Funds** using your Net ID and password

**Or:** [Add Funds to Your U-Card via CBORD GET](#)

**Or:** download the **GET App** on your phone.

### Dropping or Withdrawing from Classes

#### Dropping

\*You can drop a single class/classes (not withdrawing) for a refund up to the 15<sup>th</sup> class day, however if the dropped class/classes take you from full time to part time, you may have a portion of your financial aid reversed, which could result in you owing the University.

#### Withdrawing

\*You must withdraw prior to the first day of classes to receive 100% refund.

Withdrawal Date (on or before)	Percent of Fees Refunded
5th day of classes	90%
10th day of classes	75%
15th day of classes	50%

\*If you have financial aid and withdraw from all your classes, some or all of your financial aid could be returned to the lender resulting in you owing the University.

Consider adding the Business Office email to your contacts, that way you won't ever miss an email from us regarding your tuition or if you have packages in the Post Office.

[businessoffice@msubillings.edu](mailto:businessoffice@msubillings.edu)

**Questions – Call Business Services at 406-657-2140**