

**Students and Staff**

\*Indicates required information

\*Mason Username:

\*Password:

Login

**Authorized Users**

Login for parents or others who have been granted access.

\*E-mail:

\*Password:

Login

**Forgot your password?**  
Have a temporary password e-mailed to you.

**Welcome**

Welcome to George Mason University Student Account Suite. This site is a service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their Mason Username and Password (same as Mason email). Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [account@gmu.edu](mailto:account@gmu.edu).

**System Availability Note:** Our system is unavailable daily from 10:30 PM to 12:00 AM and Sundays from 7:00 AM to 11:15 AM (U.S. Eastern Time Zone) for maintenance.

**Student Account Suite Features**

**Student Account Center**

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

**E-Billing**

- View and print your billing statement.

**Payment Plan Management**

- Enroll in a payment plan so you can pay your balance in installments.
- View your current payment plan status.
- Make a payment toward one of your installments.

Log into the Bill and Payment System with your PatriotWeb Username and Password.

**GEORGE MASON UNIVERSITY**

My Account Payments Payment Plans eBills

Account Activity My Profiles Authorized Users

**Account Alerts**

No alerts at this time.

**Announcements**

Welcome to George Mason University's Bill and Payment System.

New: User guides on making payments, payment plan set up, and establishing Authorized Users are now available on the Student Accounts Office website.

VISA, MasterCard, Discover and American Express will be accepted online only, and a 2.75 percent convenience fee will apply. Electronic check payments may be made without a fee.

**Important for credit card payers:**  
Please ensure that your credit card payments do not exceed your transaction limit. If you receive the warning "A system error occurred, please try again later" message, do NOT reattempt the transaction until you contact your financial institution.

**System Availability Note:** Our system is unavailable daily from 10:30 PM to 1:00 AM and Sundays from 7:00 AM to 11:15 AM (U.S. Eastern Time Zone) for maintenance.

**My Account**

**Current Account Status**

Amount Due: **\$1,273.50**

Make a Payment View Account Activity

**Statements**

**eBill Statement**

Your latest bill for Student Account was posted on 11/20/13.

Account Type: Student Account

Statement Date: 11/20/13

Bill Amount: **\$1,273.50**

**Term Balances**

Spring 2014 **\$1,273.50**

Click on the "Authorized Users" tab in the navigation bar.

My Account Payments Payment Plans eBills

Account Activity My Profiles Authorized Users

**Authorized Users**

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

**Add Authorized User**

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement?  Yes  No

Would you like to allow this person to view your payment history?  Yes  No

Continue Cancel

Fill in the email address of the authorized user. Select if you would like the authorized user to be able to "view your billing statement" and "view your payment history".

**Add Authorized User**

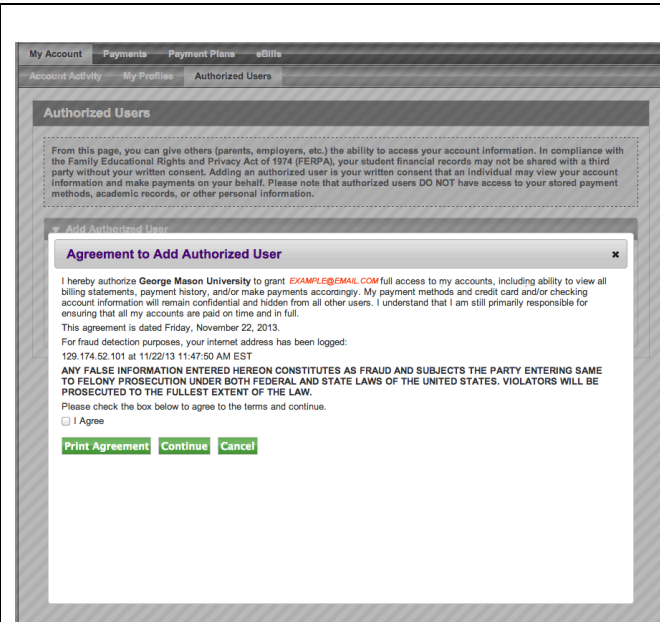
E-mail address of the authorized user:

Would you like to allow this person to view your billing statement?  Yes  No

Would you like to allow this person to view your payment history?  Yes  No

Continue Cancel

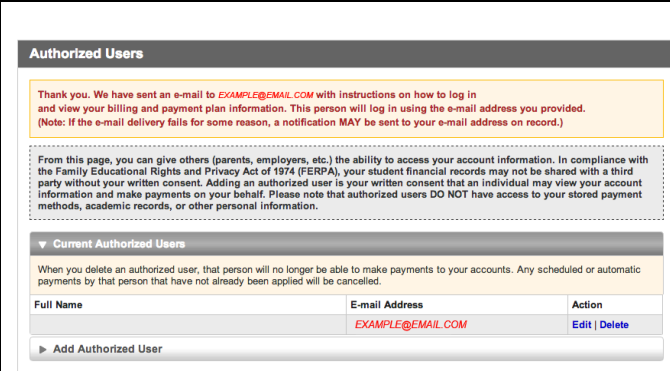
Once you have filled in the authorized user's email and selected their view preferences, click "Continue".



Read the Agreement to Add Authorized User.

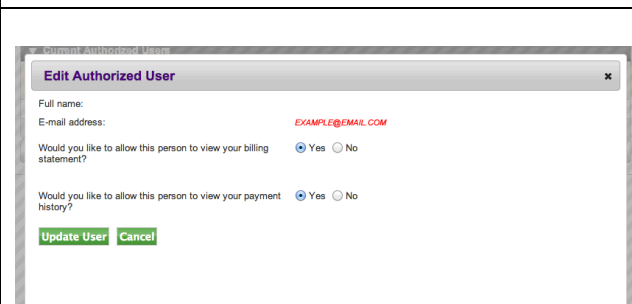
If you agree with all the terms, then click the box next to “I Agree”.

Click “Continue”.

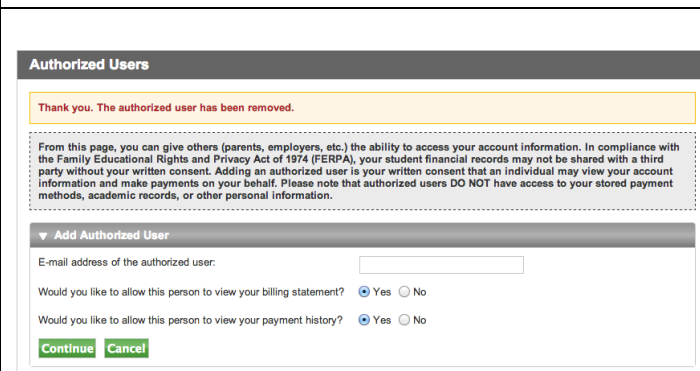


A screen confirming that the authorized user has been added will be displayed.

To edit Authorized User access, click on the “Edit” link.



After making any changes to edit Authorized User, click “Update User” to save changes.



To delete Authorized User, click on the “Delete” link. A confirmation of deletion will appear on the screen and the user should no longer be listed under the Current Authorized Users.

Authorized User will receive confirmation that they have been added via Email. Another Email containing their temporary password will be sent.

The Authorized User then has to login using their Email address and the temporary password.

Upon Authorized User's first login, they will be prompted to setup their profile. User needs to provide their First and Last name as well as change their password.\*

After completing the form, click "Save".

*\*Please note the password requirements.*

Confirmation will appear showing that Profile changes have been saved.

Name	Mason Username	E-mail Address
STUDENT NAME	USERNAME	STUDENTEMAIL@GMU.EDU

If Authorized User is authorized by more than one student, they can use their ID to choose different student's accounts to view through the "Select Student" tab.