

Viewing Electronic Bills & Paying Online – Student Access

1. <https://webamc.annamaria.edu/fusebox.cfm> - Log into the **Online Student Services Module**
2. Click on **Financials** tab
3. Under **Student Billing** – click on **Pay Your Bill**
4. This opens a new browser through the payment gateway and provides an electronic bill under **Your Bills**
5. Payments may be made by selecting **Balance on Account** on the left hand side or **Make a Payment** on the top of the page
6. **PARTIAL PAYMENTS:** Delete out the amount shown in the Balance on Account box and type in only the amount you wish to pay (during certain parts of the year, pending aid does not calculate into this box – view your eBill for the appropriate figure or email studentaccounts@annamaria.edu)

Here are the steps to authorizing a Parent/Third Party for log in access:

1. Students need to log into Empower Web Information System: <https://webamc.annamaria.edu>
2. Click on Financials tab
3. Under **Student Billing** – click on **Pay Your Bill**
4. Click on **Add New in the Authorized User Box** (bottom left)
5. Assign your parent username and email address as directed
6. Inform your authorized users (parent)

Once your parent account is established by your student:

1. Use the username and temporary password in your email and
2. Parent Log in website: <https://commerce.cashnet.com/annamariapay>

**At your first log in you will be required to change your password. From this point you may view the student balance, view the student invoice and make an e-Payment. If you prefer to mail in a check, simply print the invoice, and return it with your check to directly to Anna Maria College, Box R.

NEW ENROLL IN TEXT MESSAGE ALERTS

1. Students need to log into Empower Web Information System: <https://webamc.annamaria.edu>
 2. Click on **Financials** tab
 3. Under **Student Billing** – click on **Pay Your Bill**
 4. Click on **Enroll in Text Message Alerts** (bottom right)
 5. Select your **service provider**
 6. Enter your **cell phone number**
 7. Click **continue**
 8. An SMS message with a **4-digit confirmation code** will be sent to your cell phone. When you receive the confirmation code, **enter it in the box below**.
 9. **Click continue** – your activation will be confirmed
- *Parents/Third Parties can also enroll in text message alerts through their portal as well*
- **Your carrier's standard messaging rates apply to your enrollment in this function. All charges are billed by and payable to your mobile service provider.**