

Electronic Billing



Cadet Accounting




Electronic Bill Notification

- Bills are viewed in [POST VIEW](#)
- The Cadet Accounting Office will send an email to your VMI email account when the bill is ready for viewing
- Cadets and families should visit the Cadet Accounting website for more information on payment due dates & additional information



To view your bill, click on **Account Summary.**

**POST VIEW**

LOG OUTMAIN MENUCONTACT US

CURRENT STUDENTS - STUDENTS MENUWelcome I.!

The following links may display confidential information.

User Account

[Change My Password](#)

Financial Information

[Make a Payment](#)
[1098 Electronic Consent](#)
[View My 1098-T Forms](#)
[Account Summary](#)
[Create Authorized Bill Payer](#)
[Electronic Consent and FERPA Release](#)

Financial Aid

[Financial aid status by year](#)
[Financial aid status by term](#)
[Financial Aid Shopping Sheet](#)
[Accept or Reject My Financial Aid Awards \(Federal Direct Student Loans\)](#)
[PostView FA Award Letter](#)
[Statement of Educational Purpose -Required for Financial Aid](#)
[Financial Aid Award Information](#)
[Satisfactory Academic Process \(SAP\) Fact Sheet](#)

Communication

[My Documents](#)
[E-mail My Advisor\(s\)](#)

Registration

[Search for Sections](#)
[Display Student Holds](#)

Academic Planning

[Plan Courses](#)
[Program Evaluation](#)
[Repeats Summary](#)

Academic Profile

[Grade Point Average by Term](#)
[Transcript](#)
[Program Evaluation](#)
[Test Summary](#)
[My educational plan](#)
[My class schedule](#)
[My profile](#)
[GRADES INQUIRY -SELECT TERM](#)
[WEEKLY SCHEDULE-SELECT TERM](#)
[Web Student Planner](#)

Cadet Profile

[Discipline Summary](#)
[Web Demerit Tape](#)
[Sign In/Out History](#)
[Section Marcher Report](#)
[Web sign out/in](#)
[View Photo](#)
[View VFT History](#)
[PT Credit Summary](#)
[Application For Rank](#)
[First Class Parking Permit Selection](#)
[Parent Questionnaire](#)
[Chaplain Survey](#)





To pay your bill, click on **Make a Payment.**

The screenshot shows the 'Post View' website interface for current students. The header includes the Virginia Military Institute logo, the text 'POST VIEW', and navigation links for 'Log Out', 'Main Menu', and 'Contact Us'. Below the header is a blue banner with the text 'CURRENT STUDENTS - STUDENTS MENU' and a 'Welcome I.!' message. The main content area is divided into several sections, each with a title bar and a list of links. A blue arrow points to the 'Make a Payment' link in the 'Financial Information' section.

POST VIEW [Log Out](#) [Main Menu](#) [Contact Us](#)

CURRENT STUDENTS - STUDENTS MENU Welcome I.!

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 - [Chaplain Survey](#)



Protecting your User ID

- Sharing your User ID and password is not authorized.
- Rather than sharing your User ID and password, you will be allowed to designate authorized bill payer(s).
- Bill payer(s) may only access your billing information in Post View.



Designate an Authorized Bill Payer

- Designate a bill payer only if someone other than yourself will need to view or pay the bill.
- Create a PassCode for the bill payer.
- You may designate up to three bill payers.
- Note: Becoming a bill payer does not authorize release of information either verbal or written (see FERPA release).



To set up an Authorized Bill Payer click on **Create Authorized Bill Payer**.

The screenshot shows the 'Post View' website interface. At the top, there is a navigation bar with the 'Post View' logo and links for 'Log Out', 'Main Menu', and 'Contact Us'. Below this is a header section titled 'CURRENT STUDENTS - STUDENTS MENU' with a 'Welcome I.!' message. The main content area is divided into several sections, each with a title bar and a list of links. A blue arrow points to the 'Create Authorized Bill Payer' link in the 'Financial Information' section. The sections and their links are as follows:

- User Account**: [Change My Password](#)
- Financial Information**: [Make a Payment](#), [1098 Electronic Consent](#), [View My 1098-T Forms](#), [Account Summary](#), [Create Authorized Bill Payer](#) (highlighted with a blue arrow), [Electronic Consent and FERPA Release](#)
- Financial Aid**: [Financial aid status by year](#), [Financial aid status by term](#), [Financial Aid Shopping Sheet](#), [Accept or Reject My Financial Aid Awards \(Federal Direct Student Loans\)](#), [PostView FA Award Letter](#), [Statement of Educational Purpose - Required for Financial Aid](#), [Financial Aid Award Information](#), [Satisfactory Academic Process \(SAP\) Fact Sheet](#)
- Communication**: [My Documents](#), [E-mail My Advisor\(s\)](#)
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- Cadet Profile**: [Discipline Summary](#), [Web Demerit Tape](#), [Sign In/Out History](#), [Section Marcher Report](#), [Web sign out/in](#), [View Photo](#), [View VFT History](#), [PT Credit Summary](#), [Application For Rank](#), [First Class Parking Permit Selection](#), [Parent Questionnaire](#), [Chaplain Survey](#)



You will assign a PassCode and enter the email address(es) of the bill payer(s).

The screenshot shows a web browser window with the 'POST VIEW' header. The page is titled 'CURRENT STUDENTS' and 'Make a Payment Passcode'. It contains a form with the following elements:

- A green instruction box: "Enter a passcode to allow someone other than yourself to make a payment against and/or view your Statement of Account."
- Two input fields: "Name" and "PassCode".
- Three stacked input fields for "Authorized Payer Email(s)".
- Two checkboxes: "Update and Send Email Notification" and "Delete PassCode".
- A green instruction box: "By clicking the notification box you are authorizing the person(s) responsible for the email address to make payments against and/or view your Statement of Account balance. The PASSCODE will be sent to your VMI email address as well as the authorized payer(s) email."
- A "SUBMIT" button at the bottom.



Bill Payer Notification

- When you click **Submit**, an email message will be sent to the bill payer(s) which will contain your Cadet ID, assigned PassCode, and instructions on how to link to [Post View](#).
- An email message will also be sent to you identifying the bill payers you have selected.
- Note: Becoming a bill payer does not authorize release of information either verbal or written (see FERPA release).

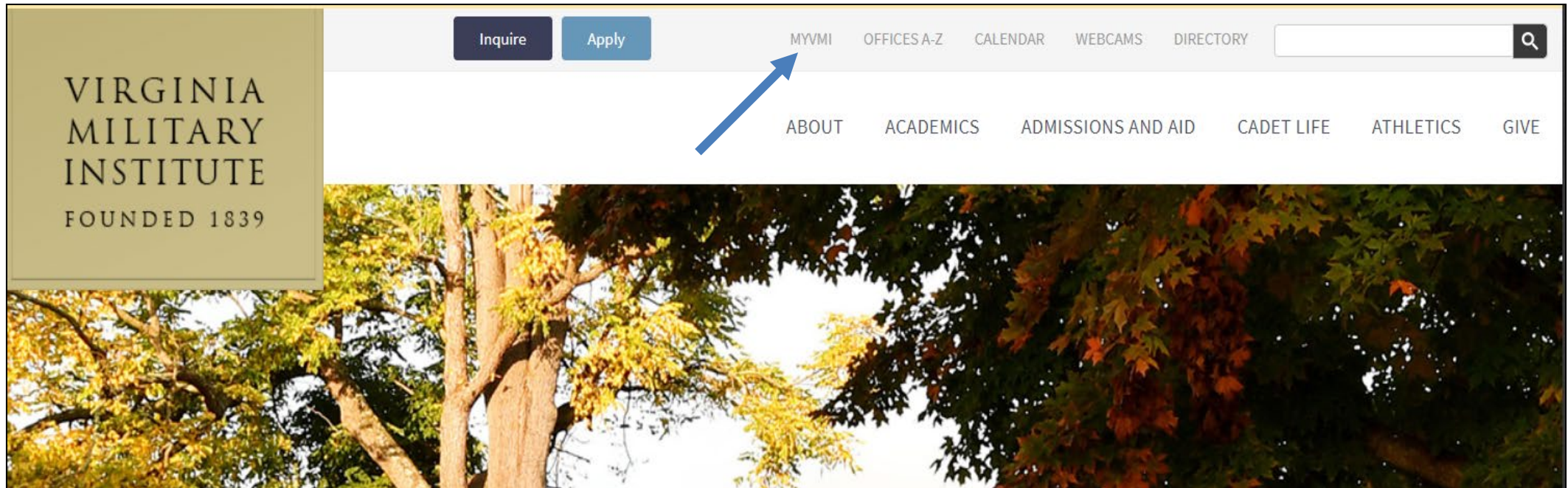


What the Bill Payer Will See

- The bill payer will link to Post View and enter from the Guest menu.
- The bill payer will click on the **Cadet Statement of Account or Make a Payment for a Cadet link.**
- The authorized bill payer will enter your cadet ID number and the passcode you assigned.
- Do not click log in button.



The bill payer will click
on **MYVMI** from the home page.





Click on **Post View** from the Dashboard

MyVMI Dashboard

The MyVMI Dashboard is a collection of resources used by cadets, faculty and staff, alumni, and applicants.



Guests - Authorized Bill Payer

[Post View](#)

[Student Accounting](#)



Faculty and Staff

[MyVMI Portal](#)

[Outlook Email](#)

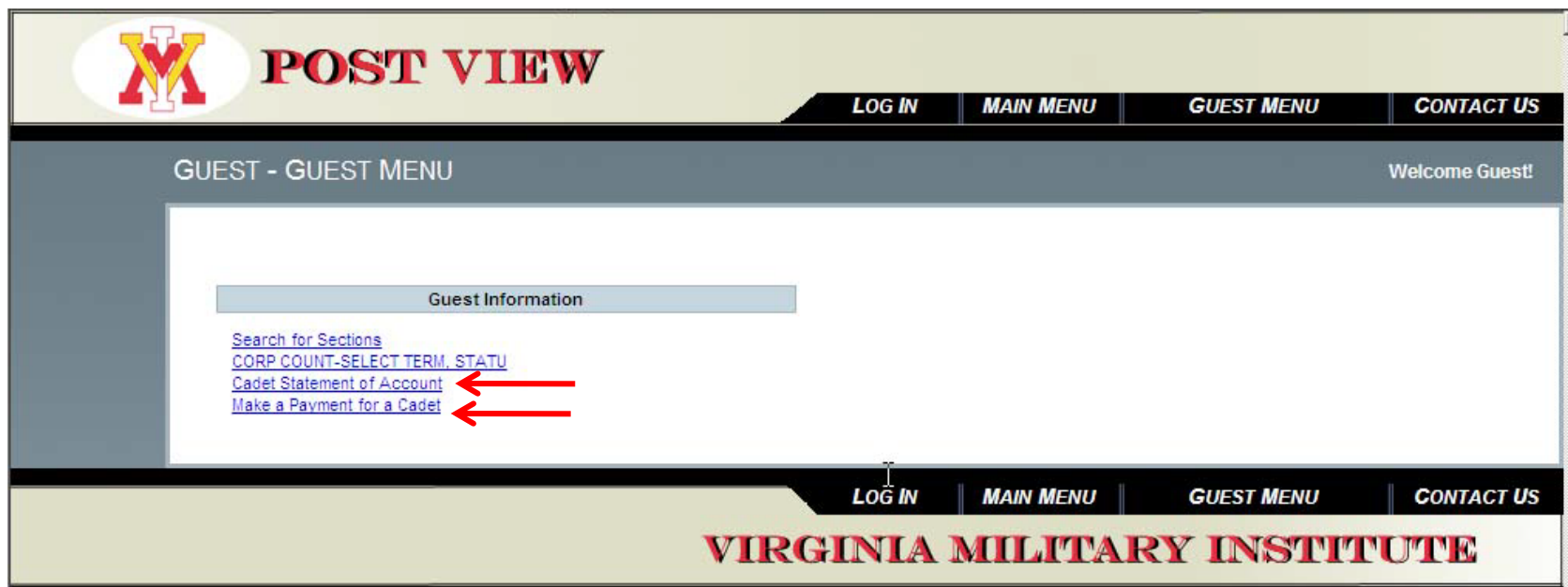
[Post View](#)

Applicants

Go to the [Admissions page](#), or contact the Admissions Office directly at 540-464-7211 or admissions@vmi.edu



The bill payer can, click on the **Cadet Statement of Account** link to view the bill, or **Make a Payment for a Cadet** link to make a payment.





The bill payer will enter the Cadet ID and PassCode.

Virginia Military Institute
Make a Payment/Account Statement Summary

To make a payment, or view the cadets Account Statement Summary, you must first enter the Cadet **ID** number as well as the **PASSCODE** sent to you.

Cadet ID:

PassCode:

Once you have entered a valid **ID** and **PASSCODE**, click the submit button to access the selection form. If an error message appears after clicking submit, click on the back button to return to the passcode form.

Submit



To view the bill, the bill payer will select the appropriate term.

ACCOUNT SUMMARY-SELECT TERM

Choose One	Term	Description	Start Date	End Date
<input type="checkbox"/>	FL20	Fall, 2020	08/31/20	12/18/20
<input type="checkbox"/>	S218	Summer II, 2018	06/25/18	07/26/18
<input type="checkbox"/>	FL17	Fall, 2017	08/29/17	12/13/17
<input type="checkbox"/>	S217	Summer II, 2017	06/26/17	07/28/17
<input type="checkbox"/>	S117	Summer I, 2017	05/22/17	06/22/17
<input type="checkbox"/>	FL16	Fall, 2016	08/30/16	12/13/16
<input type="checkbox"/>	S216	Summer II, 2016	06/27/16	07/28/16



Below is a sample of the on-line bill.

(Statement of Account)

Date: 17 Jul 2020

Statement of Account for Fall, 2020
Virginia Military Institute
Lexington, Virginia 24450

CADET: Testing, I M.

CLASS: 2021 ID: 0231333

	Debit	Credit	Balance
FL20 A/R Tuition and Fees	14635.00		
Payments		0.00	
Allen, JF - WV		50.00	
VMI Local Scholarship		250.00	
FL20 Balance Due			14335.00

Past Terms Balance Due	0.00
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Future Terms Balance Due	0.00
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Total Due	14335.00
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The detail for Past Terms Balance Due, can be viewed through Account Summary by Term.
Cadets with a balance will not be allowed to Pre-Register or Register for the next term.

To pay on-line, access Postview and select Make a Payment.

If you prefer to mail a payment, make checks payable to the VMI Treasurer.
Mail to:

Virginia Military Institute
Student Accounting Office
Lexington, Virginia 24450



Below is a sample of Make a Payment.

CURRENT STUDENTS

Pay on My Account

* = Required

Payment Amount	Balance	Description	Total Charges	Payments	Financial Aid Remaining	Payment Plans	Refunds
<input type="text"/>	14,335.00	Fall, 2020, A/R Tuition and Fees	14,635.00	0.00	300.00	0.00	0.00
<input type="text"/>	8,500.00-	Spring 2009, A/R Tuition and Fees	8,500.00-	0.00	0.00	0.00	0.00

Total Amount Due 5,835.00

Payment Type*

SUBMIT

[Account Summary](#)

| [LOG OUT](#)



Electronic Payment Methods

- Payment via electronic check (**eCheck**)
 - By entering your account information from a check you can automatically deduct the payment from a checking account with no additional fees.
- American Express, Discover, Master Card and VISA will be accepted for payment (**convenience fee of 2.6% will be assessed**).
 - Electronic payments automatically post to your VMI account.



Other Payment Methods

- Mail a check payable to
 - VMI Treasurer
 - Cadet Accounting Office
 - 310 Smith Hall
 - Lexington, VA 24450
- Credit Card payments can be accepted over the phone or in person however, we strongly encourage use of Post View electronic payments. (2.6% convenience fee will be assessed)



FERPA Release

In accordance with the Family Educational Rights and Privacy Act (FERPA) cadets must designate authorized individuals who can be given information and the type of information to be provided by the **Cadet Accounting and Financial Aid Office.**

- Complete FERPA & e-Commerce Sheet in Post View
- Required prior to registration
- Completed annually



e-Commerce Release

Cadets must provide voluntary consent to participate in electronic transactions for all financial information. Including but not limited to loan authorizations and notifications.

- Opt in – to receive email and electronic notification
- Complete as part of FERPA authorization



To access FERPA/e-Commerce

Financial Aid

[Financial aid status by year](#)

[Financial aid status by term](#)

[Financial Aid Shopping Sheet](#)

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[Financial Aid Award Process](#)

[Financial Aid Award Information](#)

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[Electronic Consent and FERPA Release](#)





FERPA & e-Commerce

CURRENT STUDENTS Welcome Call

Financial and eCommerce FERPA Release

Subject to several specified exceptions, the regulations of the U.S. Department of Education prohibit disclosure of personally identifiable information from your education records without your consent to anyone other than VMI officials who have an education interest in the information. For additional information on FERPA regulations visit the U.S. Department of Education's website at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

I acknowledge that I understand, I am not required to release my records. I am giving consent to release financial information to the persons listed below. I further understand this Order stays in effect until revoking by updating the eCommerce/Financial FERPA Release form in PostView.

* = Required

2019-2020 Financial and eCommerce FERPA Release

ID	Name	Class	Dependency Status
		2020	Dependent

Do you want to receive correspondence **as it relates to Financial information** electronically? Select YES or NO:

I authorize university personnel to discuss information for the purposes of understanding and meeting university related records and financial obligations with me (the student) as well as the person(s) listed on this form. I understand that the person(s) listed on this form will have access via telephone, in person, mail, e-mail, or fax to the Information that may include the following:

As it relates to Financial information, ALL of the records listed below (i.e., academic records, student account and financial aid records, and/or enrollment information)

As it relates to Financial information, Academic records, including, grades/GPA, demographic, registration, academic status, and/or enrollment information

As it relates to Financial information, Student Account and Financial Aid records, including billing statements, charges, credits, payments, past due amounts, collection activity, financial aid awards, disbursements, and/or financial aid satisfactory academic progress reports

In the area below, enter the name(s) and relationship(s) of the person(s) to whom you are granting authorization to receive the above-mentioned information from representatives of Virginia Military Institute.

Check the box(es) that indicate which of the categories above each of these individuals are authorized to discuss with the representatives of VMI.

Name	Relationship	All Records	Academic Records	Student Accounts/Financial Aid
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

e-commerce release
authorization

List up to 3 persons who can obtain your information. Be sure to list relationship and choose which type of records you wish these persons to be provided. Note: Bill payers must be listed here if they want verbal information.



Contact Information

- Additional information concerning your bill and payment options can be found on our website www.vmi.edu/cadetaccounting.

Cadet Accounting Office 540-464-7217

Email: **cadetaccounting@vmi.edu**