

# ACCESSING YOUR BUSINESS OFFICE ACCOUNT

## ONLINE BUSINESS OFFICE ACCOUNT

### Student Access

- Login to Jayweb at [jayweb.etown.edu/ics](http://jayweb.etown.edu/ics)
- Click on the **Orientation Information and Deadlines** tab at the top of the page
- Click on the **My Account Info** link under the Business Office/Finances heading
- Click on the hyperlink that says "Click to View your Business Office Account"
- You will then be logged in to your Business Office Account (Transact)

*The online Business Office account provides access to invoices, recent activity, payment history, and payment plan information.*

### Providing Parent/ Other Payer Access

Access for a parent or other payer may be done by following the steps below:

- Login to your Business Office account (Transact) through Jayweb
- Click on "My Account" on the left-hand navigation menu
- Click on "Send a payer invitation" under the Payers section and enter their information
- They will then receive an email to create their own username and password to access your Transact account