ACCESSING YOUR BUSINESS OFFICE ACCOUNT

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ONLINE BUSINESS OFFICE ACCOUNT

Student Access

- Login to Jayweb at **jayweb.etown.edu/ics**
- Click on the **Orientation** at the top of the page
- Click on the **My Account Info** link under the Business Office 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