

ACCESSING YOUR BUSINESS OFFICE ACCOUNT

ONLINE BUSINESS OFFICE ACCOUNT

Student, Faculty, and Staff Access

- Log into **Jayweb** at jayweb.etown.edu/ics
- Click on **Student** or **Staff/Faculty** in the top bar
- Go to the **Finances** box and click **Business Office Account (Transact)**
- Click the link to **View your Business Office Account** (via Transact Payments)
- You will then be logged into your **Transact** Account

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 view your account