Step-by-Step myFramingham Guide and Other Useful Information

Login page
Username: first initial, last name, potentially a number
Password: default is mmddyy

myFramingham
Welcome to myFramingham
myFramingham is a personalized, secure site providing access to timely information and convenient services.

Student Home page
Depending on what a student is seeking, they go to the appropriate drop-down menu.
For a student to see his or her bill and other bill related items, he or she clicks the down arrow under “Account Information” and selects the first option: “Review Charges and Account Details.” Note: for a student or parent to set up TMS, it is not done through myFramingham. He or she can contact TMS at (800)356-8329 or through www.afford.com.

Billing Homepage

Students can make a payment, view any account activity, see eBills, pay a deposit, set up an eRefund account, and set up (an) authorized user(s).
A student can access an eBill from the Billing Homepage by clicking the eBills tab. Once the new page loads, the student will see the current semester’s charges and payments. To view the actual eBill and past eBills, the student selects the desired eBilling date and clicks Go. The eBill will then load in a new window.
Making a Payment

A student can make a payment on his or her account by clicking the “Make a Payment” icon. If the student makes a payment through myFramingham it is on the account instantaneously as long as the payment cleared the bank account. (There is a “Make a Payment” option directly from myFramingham home page under “Account Information” it is the second option.)

A student can see the amount due. For a student to make a payment (of any amount, could be less than the owed amount) he or she clicks “Make a Payment.”

The student is prompted to enter the amount of money he or she wishes to pay. Then he or she presses continue.
The student is then prompted to select a payment method. Eligible payment methods are electronic check with checking/savings account and credit card (Visa, MasterCard, American Express, and Discover).
Given the student’s choice of payment, myFramingham prompts him or her to fill out the desired fields.

Paying with an electronic check

OR

Paying with a credit card
After selecting a payment and filling out the needed fields, myFramingham leads the student to a confirmation page where upon submitting the payment, the student receives a receipt.
Reviewing Account Activity

From the Billing Home page, a student can look at any charges and any payments made on his or her account by clicking the “Account Activity” icon.

This is the Account Activity page. Students can look up specific terms by changing the term and pressing “Go.” They can also see any pending estimated financial aid. Note: a student can make a payment from this portion of the website.
Paying an eDeposit

From the Billing Home page, a student can pay for a deposit by clicking the eDeposit tab. A student must pay for a deposit under this section and not on the account section.

Once the student selects the eDeposit tab, he or she is then prompted to select the term. Once the term is selected, he or she selects what kind deposit he or she wants to pay for (residence housing, parking, etc). The student would then select continue to enter payment information.
Setting Up an eRefund

From the Billing Homepage, a student can select the eRefunds tab to set up an account where account overage can go directly into a checking or savings account.

myFramingham then prompts the student to set up the account.
The student can then select to either have the direct deposit go in a checking or a savings account. Then the student fills out the appropriate information.

If an eRefund is set up with incorrect/old banking information the refund will be bounced back to the school and we would issue a paper check by mail.

After setting up an eRefund account, the student can always change the account information by removing the current account and entering in the new information.
Accessing 1098T Tax Forms

From the myFramingham Homepage, the student should select “Review Tax Information” under the Account Information tab. A new screen loads where the student can input the tax year desired and hit submit. The 1098T then loads and the student can print it.
Setting Up an Authorized User

From the Billing Homepage, a student can set up an authorized user by clicking the Authorized Users tab.

The student then enters the e-mail address of the desired authorized user (usually a parent) and then selects what the authorized user can see or cannot see.
The authorized user then receives two e-mails from studentaccountpayments@framingham.edu. The e-mails notify the authorized user that the indicated student set him or her up as an authorized user. The first e-mail includes the username and the second includes the password.
Other Important Billing Information

Bill Due Dates
The bills for fall semesters are sent to the student’s e-mail beginning of July and are due by the end of the month. For Fall 2013, eBills were sent July 1st and payment is due by July 22nd.

The bills for spring semesters are sent to the student’s e-mail in November and due beginning of December. For Spring 2014, eBills will be sent on November 12th and payment is due by December 3rd.

Tuition Management System afford.com
Framingham State University works with a third party payment plan, Tuition Management System (TMS), which allows students to break up their bill balances into 5 or 10 payments, for the semester or academic year, respectively. The first payment for the fall semester was July 1st and the last is November 1st. The first payment for the spring semester is December 1st and the last is April 1st. There is an enrollment fee of $40 or $55 depending on repayment plan, but they do not charge interest. A student, or someone paying on behalf of the student, can set up a TMS account by calling (800)356-8329 or by going to their website: www.afford.com.