

E-Billing/E-Payment

How do I access my e-bill?

Follow these steps:

- Login to the student portal <https://portal.johnson.edu/ICS/Students/>
- On the “Student Tab” click on “My Billing Info”
- Under “Balances Due” you will see your amount due
- Under Financial Document Center Click “View PDF” to view your current statement

Note: This statement is current as of the date it was run. Statements are run on a monthly basis. If you do not have an available statement or your statement is not up to date please see the steps to view your current balance due below.

How do I see my current balance due on my tuition account?

Follow these steps:

- Login to the student portal <https://portal.johnson.edu/ICS/Students/>
- On the “Student Tab” click on “My Billing Info”
- Under “Balances Due” you will see your amount due

How do I view the details of the balance (charges and payments) on my tuition account?

Follow these steps:

- Login to the student portal <https://portal.johnson.edu/ICS/Students/>
- On the “Student Tab” click on “My Billing Info”
- Under “Balances Due” you will see your amount due
- Click on “View Account Details & History” and current activity will show

How do I make a payment via e-check (no fee attached) or debit or credit card (no fee attached)?

Follow these steps:

- Login to the student portal <https://portal.johnson.edu/ICS/Students/>
- On the “Student Tab” click on “My Billing Info”
- Next to “Total Amount Due” you will see a green “Make a Payment”, click this icon and you will be taken to the payment checkout screen

I want to make a payment on my tuition account, but I don't see the “Make a Payment” button?

If the balance on your tuition account is zero you may click the “Pay ahead on account” button to process your payment.

Payment Plans

When can I sign up for my payment plan?

See the [Nelnet Business Solutions Monthly Payment Plan link](#) for the payment plan options available.

Aid & Your Bill

Why is my financial aid not posted to my account?

There may be several reasons why your aid is on hold and funds have not disbursed into the student account. In some cases, we may send you a notification regarding your eligibility for a particular aid source, you may be selected to verify your FAFSA information, or there are additional steps required in order for your aid to disburse such as sign a Master Promissory Note (MPN) or complete Loan Entrance Counseling. Please reach out to the Financial Aid Office to clear any hold.

Why was my financial aid adjusted from a previous statement?

Any resulting balance on your account is your responsibility. Your aid may be adjusted at any point during the semester if:

- Your financial aid awards exceed your cost of attendance or financial need
- Your expected family contribution changes as a result of verification

You will be notified via e-mail of any adjustments made to your aid.