



Summer 2013 Point Release Bulletin

July 2013

In this bulletin...

July 2013 Point Release Enhancements	2
---------------------------------------------------	----------

About the July 2013 Point Release

The July 2013 point release builds upon Release 92_4 and introduces two types of enhancements. For all customers, this release includes several high-impact enhancements to My BackPack. For Cloud customers, this release includes specific changes related to the Summer 2013 Cloud Initiative environment upgrade. Please see the specific topics in this document for more details about My BackPack-related changes and enhancements, and see the [Cloud Webhelp](http://help.senior-systems.com/support/Hosting/Default.htm) (<http://help.senior-systems.com/support/Hosting/Default.htm>) for Cloud-related enhancements.

Contact Support@senior-systems.com if you have any questions.

July 2013 Point Release Enhancements

Online Payment & Convenience Fees - Visa and Mastercard have changed their convenience fee policies, so that now you can charge certain types of convenience fees for online payments made with Visa credit cards. In support of the new policies, My BackPack allows you to set up more types of convenience fees for the affected payment types. **Be sure you understand the restrictions and requirements around this new functionality.**

Details about these changes can be found here: http://usa.visa.com/merchants/operations/surcharging.html?ep=v_sym_merchantsurcharging

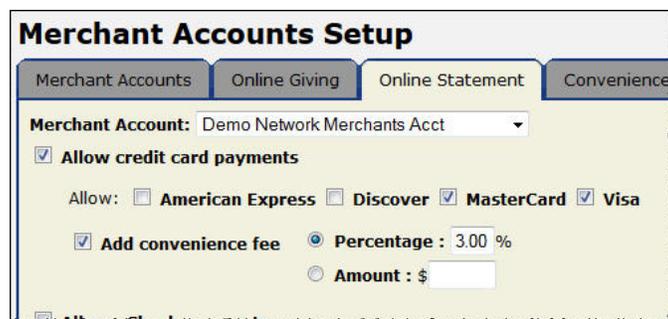
The two key restrictions to understand before implementing these changes are:

1. Convenience fees should only be charged on Visa credit card transactions, not Visa debit cards.
2. You must notify Visa and/or Mastercard of your intent to begin adding convenience fees at least 30 days prior to accepting the first fee.

Implementing Convenience Fees

- New on-screen options allow you to add a percentage-based convenience fee for the affected payment types.

In My BackPack, you have new convenience fee options in Merchant Accounts setup (previously, the "Add convenience fee" option was unavailable when Visa was selected):



Merchant Accounts Setup

Merchant Accounts | Online Giving | Online Statement | Convenience

Merchant Account: Demo Network Merchants Acct

Allow credit card payments

Allow: American Express Discover MasterCard Visa

Add convenience fee

Percentage : 3.00 %

Amount : \$

If you are setting up convenience fees for the first time, you may need to enable them in both My BackPack and Accounts Receivable (in Accounts Receivable, navigate to My BackPack > Configuration > Online Payments tab).

Parent Account Access Configuration

Screens | Account Balances Fields | Debit Accounts | Merge Field Links

Account Summary Screen | Account Detail Screen | Statements Screen | Online Payments

Show Online Payments Page

MBP Label: Pay Online

Enter comments that would appear as footer on MBP screen: **Page Comments** Tuition and Incidental Display Options

Payment Item	Accept Online Payment	Allow Conv. Fee
Tuition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Incidental	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Prepaid Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enrollment Deposit Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enrollment Other Deposit Balance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Next Year Enrollment Deposit Balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Next Year Other Enrollment Deposit Balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Deferred Charges	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- As part of implementing convenience fees on certain types of transactions, you can use the Convenience Fee tab of Merchant Accounts Setup to require verification that customers are using CREDIT and not DEBIT cards. When My Backpack users make payments, they will be required to verify their card type.

Merchant Accounts Setup

Merchant Accounts | Online Giving | Online Statement | **Convenience Fee**

Title1: Convenience Fee Agreement

Text1: Your school charges a convenience fee for all online tuition/incidental payments. This fee is separate from the 'Total Payment' obligation you are paying. The convenience fee is included in the 'Total Amount Charged' line, above. Please check the 'I agree' checkbox, below, to confirm your acceptance of the convenience fee and agreement to pay the 'Total Amount Charged' amount indicated, subject to and in accordance with the agreement governing the use of your card. THERE IS NO CONVENIENCE FEE APPLIED TO YOUR DEPOSIT.

Title2: Visa and MasterCard Users

Text2: Do not use Visa or MasterCard DEBIT CARDS for this transaction. Please check the 'I agree' checkbox, below, to confirm that you are not using a Visa debit card or a MasterCard debit card for this transaction.

Convenience Fee Agreement

[Back to Pay Online / Payment Options](#)

Only MasterCard and Visa are accepted.

Total Payment	\$100.00
Convenience Fee	\$3.00
Total Amount Charged	\$103.00

Convenience Fee Agreement

Your school charges a convenience fee for all online tuition/incidental payments. This fee is separate from the 'Total Payment' obligation you are paying. The convenience fee is included in the 'Total Amount Charged' line, above. Please check the 'I agree' checkbox, below, to confirm your acceptance of the convenience fee and agreement to pay the 'Total Amount Charged' amount indicated, subject to and in accordance with the agreement governing the use of your card. THERE IS NO CONVENIENCE FEE APPLIED TO YOUR DEPOSIT.

I have read and agree.

Visa and MasterCard Agreement

Do not use Visa or MasterCard DEBIT CARDS for this transaction. Check the 'I agree' checkbox, below, to confirm that you are not using a Visa debit card or a MasterCard debit card for this transaction.

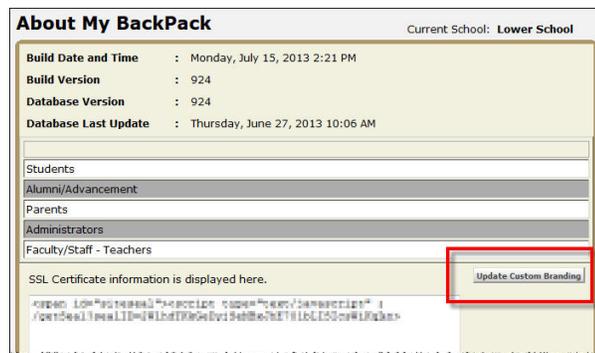
I have read and agree.

New My BackPack Branding Tool - There is a new way to update your My BackPack branding that does not require a restart of the My BackPack server. The new method is similar to the methods used to update Online Statement forms, Program Registration forms, and Admissions forms. When you update your branding, now you will receive a zip file from Senior Systems. Then, at your convenience, you can upload the zip file via the new Update Custom Branding tool. This process is available for both the original My BackPack and the My BackPack Redesign.

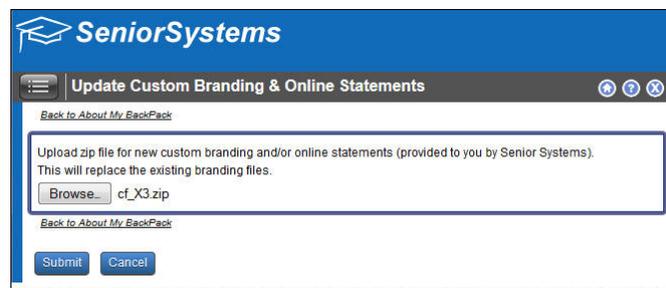
Note: This method is used to update both your My BackPack branding and your Online Statement forms. There is no longer a tool for updating Online Statements (previously found in Merchant Account Setup). If you are only updating Online Statements, or only updating your branding, you will use the same procedure.

To update your branding:

1. Log into My BackPack as an administrator.
2. Navigate to "About My BackPack".
3. Click the new "Update Custom Branding" button.



4. Browse to the zip file provided to you by Senior Systems.
5. Click "Submit".



To see your changes, you may need to use the "Reload System Settings" tool, and clear your browser's cache.