

# STUDENT BILLING PORTAL GUIDE

This guide will continue to evolve as we work more closely with Veracross over the next year. Please refer back to this guide as new questions arise while using the portal. We will work to update this document based on our knowledge of the system, but also in response to common questions that we receive.


Thank you for your patience as we transition to this new, more robust system.

Link to portal: [Veracross](#)

Home




# Middlesex




MX Family Portal




### Important Links:

-  **Magnus Health Login**  
Login to the Magnus Health Portal to update your forms due by May 15.
-  **Billing Account**  
View your billing account and pay invoices

### Communications

 No unread messages

### 2024-25 Quick Links

-  2024-25 Major Dates
-  2024-25 Travel Dates
-  Summer Storage

Please click here to access billing page.

**Second:** *If* you want the system to take payments automatically on the 15<sup>th</sup> of each month for tuition, incidentals or both, click here and follows steps.

The screenshot shows a web interface for a billing account. At the top, there is a navigation bar with 'Billing' on the left and three menu items: 'Billing Accounts', 'Manage AutoPay', and 'VCPay Wallet'. Below the navigation bar, there are two tabs: 'Billing Account Summary' (which is selected) and 'Statements'. A yellow informational box contains the text: 'If you have any questions or concerns about the contents of your invoice(s) please contact Student Accounts within the Business Office at studentaccounts@mxschool.edu.' Below this, there are two main sections. The first section shows 'Total Payment Due' as '\$0.00' with a green 'Make a Payment' button below it. The second section shows 'AutoPay Status' as 'Off' for the '2024-2025' year, with a blue 'Set Up AutoPay' button below it. Three blue arrows point from external text boxes to the 'VCPay Wallet' menu item, the 'Make a Payment' button, and the 'Set Up AutoPay' button.

**First:** Make sure your payment accounts are established and correct in the VC Pay Wallet.

**Third:** If you are not setup for Autopay, you can initiate billing payments here. Click “Make a Payment” and follow the prompts.

Brings you to “Manage Autopay” above.