BUDGET CHALLENGE

To View a Bill:
- Login using username and password
- Click on the Vendors Tab > then select the vendor you wish to see
- In the Account Activity table, click on View Invoice hyperlink next to the Invoice (bill) you want to see. The newest transactions are sorted to the top, but all history is kept in the table.
- The bill/invoice will open in the applet below the account activity table. Jot down the due date and amount due to have it handy when you issue a check.
- To exit the bill, click the Close button.

To Issue a Check
- Go to the Student Home Tab> Bank >Online Bill Pay
- Click Select next to the payee you wish to send a check
- Enter amount and using the calendar icon select the delivery date of the check. Memo is optional.
- Click Pay Bill
- The check will appear in the Pending Checks Queue for a limited amount of time.
- While in the pending queue, you may review the check amount, payee, and delivery date of the check
- If you see a mistake, you must delete the check and start a new one.

To View a Paycheck
- Go to the Student Home Tab> Employer
- Click on the View hyperlink next to the Paycheck you wish to see.
- **There is a 1 day hold for funds availability at the bank. This means paycheck funds are available for use the day AFTER the deposit.**

To Change 401K Contribution Percent
- Go to Student Home> 401K
- Use the field in the 401K Account Change section to select the contribution % change.
- The middle section of the window will populate with your changes. Make sure to click Save to submit the request. After you do, it will show the effective date when your request will go through. If you click Cancel, it will not save the request.
- To withdraw a change request that was saved, click Clear Request.

To Change Bank Account Type
- Go to Student Home> Bank
- Scroll to the section called Account Change.
- Using the radio buttons select the new account type.
- The middle section of the window will populate with your new account type. Make sure to click Save to submit the request. After you do, it will show the effective date when your request will go through. If you click Cancel, it will not save the request.
- To withdraw a change request that was saved, click Clear Request.

Figuring out the Net Pay
- Go To Student Home > Vendor Selections
- When you select the 401(k) Contribution Percent on the Job Tab, the system will highlight in yellow the appropriate Pay Stub information on the Paycheck Calculator.

Bill Notifications and other information will be sent from the following emails:
- Support@BudgetChallenge.com
- SuburbanCity@BudgetChallenge.com
- WidgetEngineering@BudgetChallenge.com
- VistaVue@BudgetChallenge.com
- AutoRex@BudgetChallenge.com
- Zippys@BudgetChallenge.com
- Thumbsprain@BudgetChallenge.com
- Minutes4Less@BudgetChallenge.com
- SurgeCard@BudgetChallenge.com
- Lots-o-watts@BudgetChallenge.com
- SafePlace@BudgetChallenge.com
- Riptide@BudgetChallenge.com
- Support@BCSim.com
- Notifications@BudgetChallenge.com
- Support@budgetchallenge.freshdesk.com

It is helpful to add all of these email addresses to your email contacts list to prevent messages for this simulation to be filtered to the Spam folder.