

## *e-Bill “How to” Guide*

### What is e-Bill?

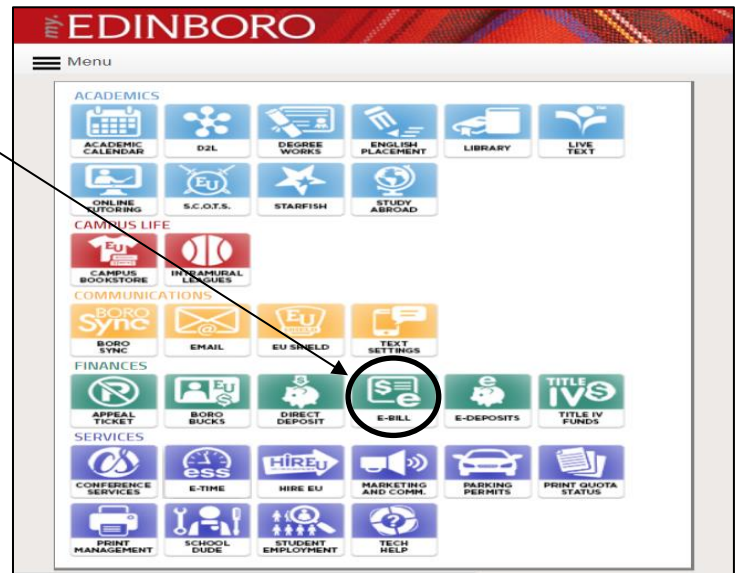
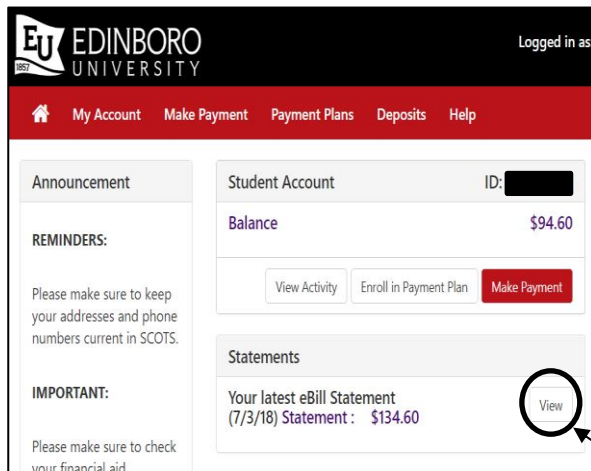
The e-Billing system offers students and their families a safe means of receiving electronic account statements and secure methods of making web-based payments. Students enjoy having 24/7 access to student account statements, as well as the ability to enroll an authorized user into e-Bill to make payments on their behalf.

- Automatic e-mail notifications are sent when new bills are issued.
- Current and past billing statements will show class schedules, financial aid, and tuition/fees.
- You can pay with an electronic check (no convenience fee) or through PayPath with a debit or credit card (convenience fee of 2.85% of payment amount).
- Ability to set up payment plans (\$40 set up fee).
- Ability to review new account activity.
- Review previous bills and payment history.

\*Students can authorize users, such as parents and third-parties, to make payments on their account\*  
**(see 2<sup>nd</sup> page for Authorized User instructions).**

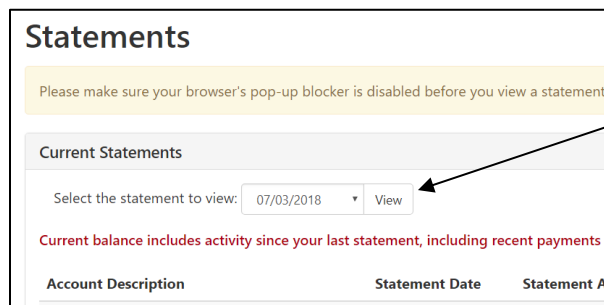
### Step #1: Login

To access e-Bill, you will need to login to your MyEdinboro Portal and select the **e-Bill icon** on the main page of MyEdinboro.



### Step #2: View Your e-Bill

Students can view their e-bill statements by selecting the **view** button under the section **statements**.



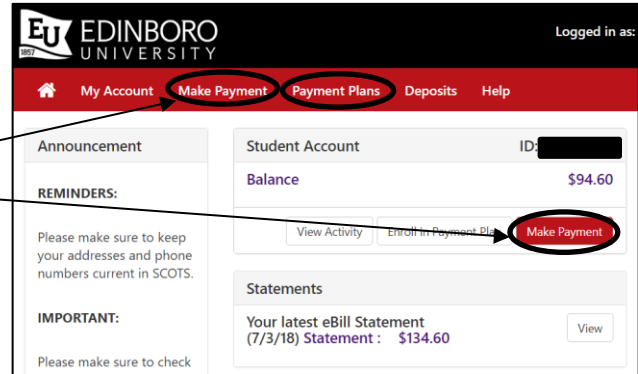
Next, select the statement you want to view from the drop down menu and then select **view**\*. Your most recent billing statement should be selected automatically.

**\*Please make sure your browser's pop-up blocker is disabled before you view a statement.\***

### Step #3: Making A Payment

On the main page of the e-Bill system, you can select either **Make Payment** or **Payment Plans**.

- If you want to make a *one-time payment* on your account, select **Make Payment**.
- If you want to *setup a payment plan or make a payment towards your existing payment plan*, select **payment plans**.



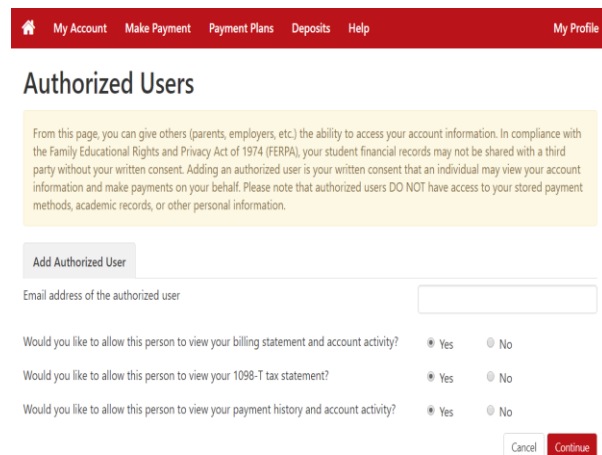
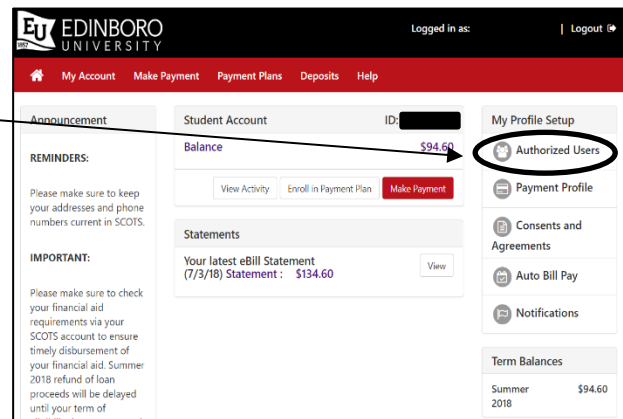
After you select **Make Payment**, on the next page you will select the term you are paying for under **pay by term**.

**\*You can change the amount you want to pay by highlighting the amount in the box and typing the desired amount\***



### Step #4: Authorized Users

On the main page of the e-Bill system, select **Authorized Users**.



Students will need the email address of the person they are authorizing.

Students can personalize what the authorized user can view on their account.