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 2nd 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.