How an Authorized Payer Accesses eBill for the First Time

1. Select the eBill link within their email notification they received when their student created the authorized payer account.
2. Enter the Authorized Payer name into the **Authorized Payer** field. This is found on the email notification.
3. Enter the temporary password into the **Password** field. This is found on the email notification. Please note that the temporary password is case-sensitive.
4. Select the **Login** button.
5. Enter the temporary password in the **Old Password** field.
6. Enter a new password in the **Enter New Password** field.
7. Re-enter the new password in the **Confirm Password** field.
8. The new password must contain:
   - At least 8 characters
   - 2 letters
   - 2 non-letters
9. Select the **Continue** button.
10. Select a Secret Question that you will be asked to answer if you forget your password.
11. Input the answer to your Secret Question in the **Secret Answer** field.
12. Select the **Submit** button.

Once you have successfully logged into eBill, the following is an example of the account information you will be able to view:

- **Activity Since Last Billing Statement** section contains the balance and activity information. This section displays:
  - Last Statement Balance
  - Total Current Activity
  - Current Balance

- **Billing Statements**
  - Ongoing charges will appear in the “Current Activity Detail” to the left.
  - To view all your bills click ‘View All’.

- **Your Recent Payments**
  - 10/17/2019 $12.70
  - 05/10/2019 $526.14
  - 02/28/2019 $102.75

- **Saved Accounts**
  - You have no saved payment methods.

- **1098-T Information**

- **Authorized Payers**
  - You currently have no Authorized Payers set up.

- **Add New**
- Current Balance
- You may click on the Current Activity Detail link in order to view all activity that has occurred on the account since the previous billing statement.
- Click on the Make a Payment link in order to make a credit card or ACH payment to the account.

- The **Billing Statements** section contains the current and prior billing statements. Click on the **View** link for the most current statement. Click on the **View All** link for a list of prior billing statements.
- The **Your Recent Payments** section displays payments that you have recently posted online to the account. Click on the **View All** link for a list of all of your online payments.
- The **Saved Accounts** section displays your saved checking or savings account names. Click on the **Edit** link to update your bank account information. Click on the **Delete** link to remove that saved bank account.
- The **Authorized Payers** section allows you to add an authorized payer account to your account. When you create your Authorized Payer(s) by assigning an **Authorized Payer (username)** and temporary password, you are granting them limited, online-only access to student financial records in order to make payments, view payment history, and view the student account. To allow the bursar to discuss a student's account by phone or e-mail with parents and others, students must also grant Proxy access to their complete records through myBSU.