

Electronic Payments- Authorized User Set Up

- After the student signs into the e-bill site, click on Authorized users on the left side of the screen

Announcement

CLICK ON THE E-STATEMENTS "VIEW" BUTTON, THEN CLICK THE "VIEW" BUTTON IN THE TOP MIDDLE OF THE NEXT PAGE TO VIEW A BILL THAT REFLECTS ANTICIPATED CREDITS

PLEASE MAKE SURE YOUR POP-UP BLOCKER IS DISABLED FOR THIS SITE

Please be aware that the E-statement

Student Account

ID: xxx3249

[Balance](#)

\$20,313.00

[View Activity](#)

[Make Payment](#)

Statements

Your latest eBill Statement
Statement (12/14/17) - \$3,398.50

[View](#)

My Profile Setup



Authorized Users



Notifications

Electronic Payments-Authorized User Set Up

- Click on Add Authorized User and enter the email address(es) of the person/people to designate as authorized

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

➤ Current Authorized Users

▼ Add Authorized User

E-mail address of the authorized user:



Would you like to allow this person to view your billing statement and account activity?

Yes

No

Would you like to allow this person to view your payment history and account activity?

Yes

No

Cancel

Continue

Electronic Payments- Authorized User Setup

- The new authorized user(s) will receive an email with instructions on how to log in, as well as a separate email with their password.
- Once logged in, the authorized user can view statements and pay the bill.

E-Bill How To View The Bill

- From the home page click on the “view” button in the statements section

The screenshot displays a web portal interface with a dark red navigation bar at the top containing a home icon and links for 'My Account', 'Make Payment', 'Deposits', and 'Help'. On the left, an 'Announcement' box contains red text instructions: 'CLICK ON THE E-STATEMENTS "VIEW" BUTTON, THEN CLICK THE "VIEW" BUTTON IN THE TOP MIDDLE OF THE NEXT PAGE TO VIEW A BILL THAT REFLECTS ANTICIPATED CREDITS' and 'PLEASE MAKE SURE YOUR POP-UP BLOCKER IS DISABLED FOR THIS SITE', followed by a note: 'Please be aware that the E-statement total and the student account balance'. The main content area features a 'Student Account' summary with ID: xxx3249 and a balance of \$20,313.00, with 'View Activity' and 'Make Payment' buttons. Below this is a 'Statements' section listing 'Your latest eBill Statement Statement (12/14/17) - \$3,398.50' with a 'View' button. A blue arrow points to this 'View' button. On the right, a 'My Profile Setup' sidebar includes 'Authorized Users' and 'Notifications' options.

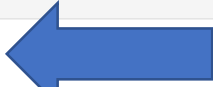
E-Bill How To View The Bill

- Important Reminder-Remember to turn off your browser's pop-up blocker before you view the statement
- Click on the “view” button next to the statement date you wish to view


Statements

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

Current Statements

Select the statement to view: 

Current balance includes activity since your last statement, including recent payments and new charges.

Account Description	Statement Date	Statement Amount	Current Balance	Action
Student Receivables Statement -- Payment Due On 1/5/17	12/14/17	\$3,398.50	\$20,313.00	

Account Activity Since Last Statement

Student Receivables Activity

\$200.00

Spring 2018

Account Activity

Search:

Description	Code	Date	Amount (\$)
Security Deposit	SEC	12/14/17	\$200.00

E-Bill How To View The Bill



Elon University
 Bursar's Office
 PO Box 398
 Elon, NC 27244
<http://www.elon.edu/e-web/bft/bursar/index.xhtml>

Student Receivables



800-334-8448 option 2 or finaid@elon.edu. Payments may also be mailed to PO Box 198959 Atlanta, GA 30384 (scholarships need to be sent to PO Box 398 Elon, NC 27244). If you pay online with a credit card, there will be a 2.75% fee added by the processor. Paying online using a checking or savings account will not incur an additional fee. If you have questions please contact us at bursar@elon.edu or toll free 877-729-3566. Payments/ Description Charges Credits

DESCRIPTION	CHARGES	PAYMENTS/ CREDITS
*** Balance Forward ***		\$ 400.00
Payment		\$ 247.00
Full Time Tuition	\$ 16,914.50	
Health Service Fee	\$ 86.00	
Physical Ed Special Course Fee	\$ 25.00	
Single Room	\$ 3,598.50	
Security Deposit	\$ 200.00	
Student Gov. Assoc.	\$ 136.00	
Dep Fac/Staff Tuition Remisson		16,914.50
	Charges Total: \$ 20,960.00	Credits Total: \$ 17,561.50
Total Amount Due: \$ 3,398.50		



E-Bill How To Pay The Bill

- From the Home Screen Click on “Make payment”

The screenshot displays a web portal interface with a dark red navigation bar at the top containing a home icon and links for 'My Account', 'Make Payment', 'Deposits', and 'Help'. On the left, an 'Announcement' box contains red text instructions: 'CLICK ON THE E-STATEMENTS "VIEW" BUTTON, THEN CLICK THE "VIEW" BUTTON IN THE TOP MIDDLE OF THE NEXT PAGE TO VIEW A BILL THAT REFLECTS ANTICIPATED CREDITS' and 'PLEASE MAKE SURE YOUR POP-UP BLOCKER IS DISABLED FOR THIS SITE'. Below this is a disclaimer: 'Please be aware that the E-statement total and the student account balance total may differ. The following are just'. The main content area features a 'Student Account' section with 'ID: xxx3249' and a 'Balance' of '\$20,313.00'. Below the balance are two buttons: 'View Activity' and 'Make Payment'. A blue arrow points to the 'Make Payment' button. Underneath is a 'Statements' section with the text 'Your latest eBill Statement Statement (12/14/17) - \$3,398.50' and a 'View' button. On the right, a 'My Profile Setup' sidebar includes 'Authorized Users' and 'Notifications' options.

Announcement

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Please be aware that the E-statement total and the student account balance total may differ. The following are just

Student Account ID: xxx3249

Balance \$20,313.00

View Activity Make Payment

Statements

Your latest eBill Statement Statement (12/14/17) - \$3,398.50 View

My Profile Setup

Authorized Users

Notifications

E-Bill How To Pay The Bill

- Enter the amount you wish to pay into the blank box on the right, then click continue

Account Payment



Amount



Payment



Confirmation



Receipt

Current statement amount:

\$3,398.50

3,398.50

Current account balance

\$20,313.00

20,313.00

Payment Total: \$0.00

Payment Date

12/14/17

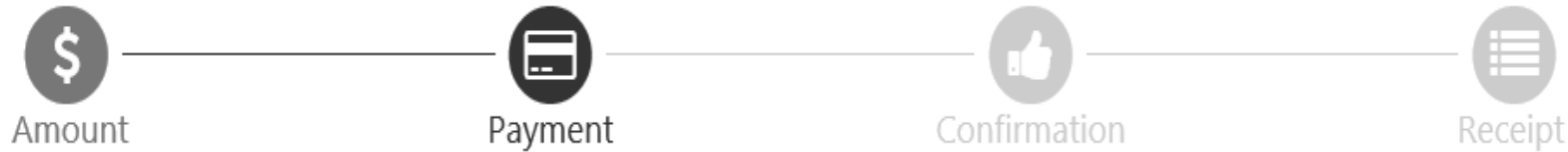
Memo

Continue

E-Bill How To Pay The Bill

- Select your payment method, and click “select”

Account Payment



Amount

\$1.00

Method

Electronic Check (checking/savings) ▼

Select

Back

Cancel


*Credit card payments are handled through PayPath[®], a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Payments can be made from a personal checking or savings account.

E-Bill How To Pay Your Bill

- If choosing electronic check, enter the type of account, routing number and bank account number. Then enter the name on the account and click “Continue”

Account Payment



The flow diagram shows four steps: Amount (dollar sign icon), Payment (credit card icon), Confirmation (thumbs up icon), and Receipt (receipt icon).

Amount \$1.00

Method Electronic Check (checking/savings) Select ←

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type: Select account type ←

*Routing number: (Example)

*Bank account number:

*Name on account: ←

Back Cancel Continue

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Important Things To Remember

- Student must have a cleared account in order to begin classes for the following semester.
- Have your student list you as an authorized user on the ebill site.
- You will receive an email (as well as the student) when a new bill is due or an updated bill is posted.
- Pay close attention to the due date.
- Refunds are only issued when the credit stems from the current term. Credit's due to future terms, even when showing on the bill are only issued once financial aid disburses.