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:

### Ball State University

**Bursar and Loan Administration - eBill System**

Lily Evans

Reminder: If you have a past due balance from the March 1st due date, you will not be able to register for any upcoming terms. You will need to resolve any past due balance prior to your time ticket. To see if you have an outstanding balance, please click the “Current Activity Detail” link. Also, you may want to check your record for any holds by going to Self Service (SS):

PROXY ACCESS: Planning to call the Bursar? Be sure your student has granted proxy access for you so that we can answer your questions.

#### Your Account

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Statement Balance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Current Activity</td>
<td>$0.00</td>
</tr>
<tr>
<td>Current Balance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Make a Payment</td>
<td></td>
</tr>
<tr>
<td>Balance current as of: Fri 18-Mar-2016 16:52:11</td>
<td></td>
</tr>
</tbody>
</table>

#### Your Recent Payments

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>16/05/2012</td>
<td>-$45.00</td>
</tr>
<tr>
<td>10/05/2012</td>
<td>$45.00</td>
</tr>
<tr>
<td>09/21/2012</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Your Statements

- **BSU Statement** 10/17/2012
  - View

#### 1098T Information

#### Saved Accounts

- You have no saved payment methods. Add New

#### Account Details

- Authorized Payer: **Your User Name** Edit
  - Email: AuthorizedPayer@domain.com
  - Change your password
  - Change your secret question
  - SMS Alert Setup
1. The **Your Account** section contains the balance and activity information. This section displays:
   - Last Statement Balance
   - Total Current Activity since last statement
   - 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.

2. The **Your Bills** 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.

3. 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.

4. 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.

5. The **Account Details** section displays various options to update your authorized payer account. Within this section, you may:
   - Change the email address to which eBill notifications are sent.
   - Change the password for your authorized payer account.
   - Change the secret question and answer for your authorized payer account.
   - Set up SMS alerts (text messages).