How a Guest Payer Accesses the eBill system


2. Click on the **Guest Payer** link.

3. Enter the student’s BSU ID number in the **Ball State ID** field.

4. Enter the student’s last name in the **Last Name** field.

5. Select the **Login** button.

6. The guest payer has limited options, and will **not** be able to see any eBill statement information for the student. An example of the screen a guest payer can view is as follows:

   - **Field Study Payment** – used when the student is actively enrolled in a Field Study program.
   - **Payment on Account** – used to make a payment toward the student’s bursar account balance with a credit card or as an ACH payment through a checking or savings account.
- **University Apt Rent Payment** – used to make a Scheidler or Anthony Apartment rent payment. Funds used with this payment transaction can only be used toward rent charges.
- **Cardinal Cash Deposit** – used to deposit funds into the student’s Cardinal Cash account.