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:

**Your Account**
- Lost Statement Balance: $0.00
- Total Current Activity: $0.00
- Current Balance: $0.00

**Your Recent Payments**
- 10/05/2012: -$45.00
- 10/05/2012: $45.00
- 09/21/2012: $0.00

**Your Bills**
- To view all your bills click "View All".

**Installment Payment Plans**
- Click to enroll in the Fall 2012 Payment Plan

**Saved Accounts**
- AP checking

**Account Details**
- Email: authorized.paywr@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 **Installment Payment Plans** section allows you to enroll in the Installment Payment Plan for the current year. The $45 Enrollment Fee must be paid online before enrollment into the plan is complete.

4. 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.

5. 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.

6. 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).