DO YOU NEED TO AUTHORIZE SOMEONE ELSE TO PAY YOUR BILL?

Are you receiving assistance to pay your bill from your parents or your employer? You no longer need to print a bill to give them. The new eBill process allows you to authorize them to view only your bill and make a payment on your behalf. See the instructions below.

STEP 1: Your billing information can be found by access the Student Billing Tools toolbox in the myESU portal. Click on the Pay My Bill link to take you to the new online bill payment system.
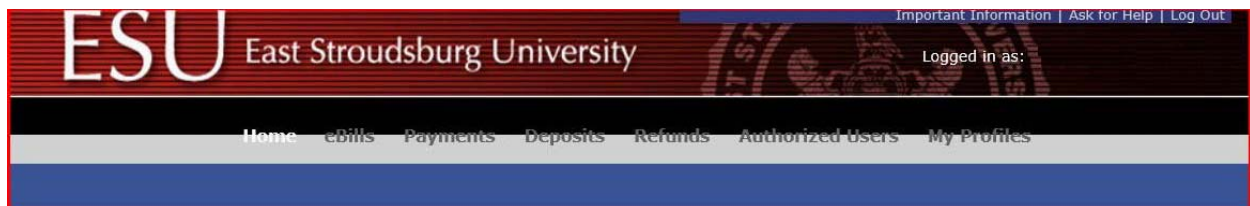

Figure 1: New Online Bill Payment System Welcome Snapshot

STEP 2: Click on the Authorized Users link from your Welcome page. Click on Add an Authorized User button as displayed in Figure 2 below.
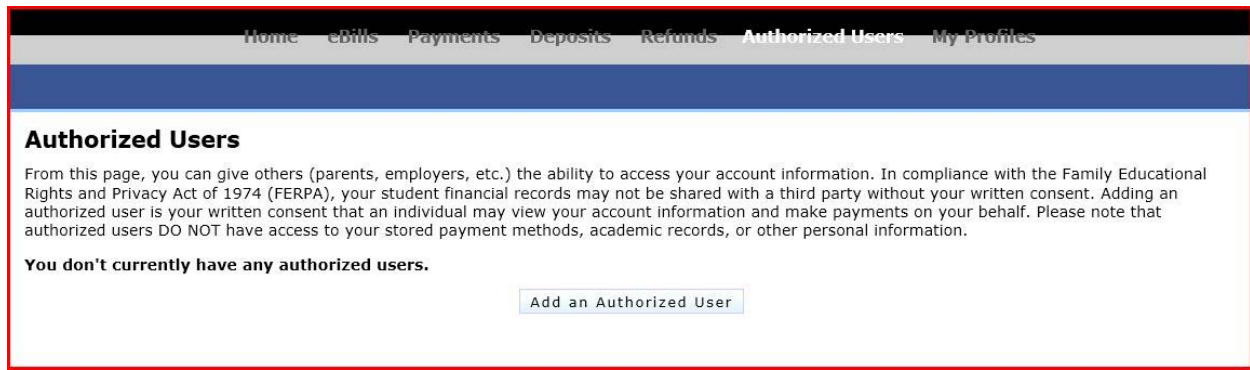

Figure 2: Authorized Users Introduction Page Snapshot

STEP 3: Since this is an online payment system, users are authorized through their email address. Please complete the following fields as displayed in Figure 3 below.

- Email Address of the Authorized User. Format example, <u>username@company.com</u>

- Would you like to allow this person to view your billing statement? **<u>Click Yes</u>**

- Would you like to allow this person to view your payment history? **<u>Click Yes</u>**

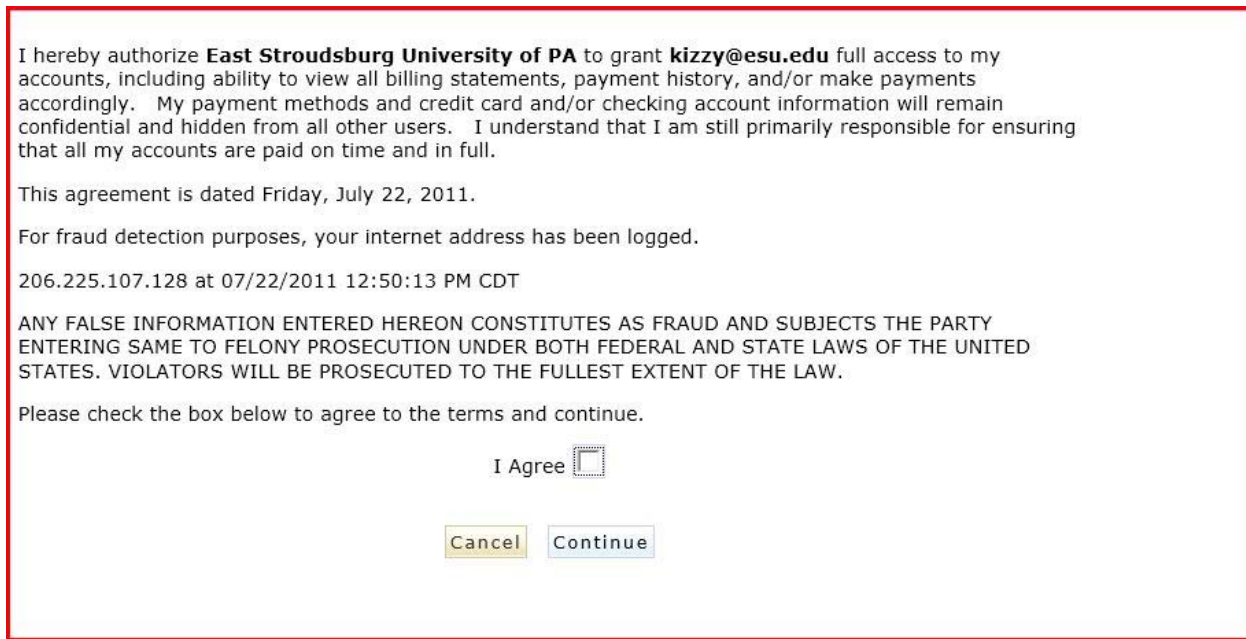Figure 3: Add an Authorized User Page Snapshot

STEP 4: Once you click the Add User button, you will be taken to an Agreement Page. Please check the I Agree box and click the Continue button. *Figure 4 gives you an example of the contents of the Agreement Page. Please note the email address (kizzy@esu.edu) will be replaced by the Authorized User's email address you included in step 3.*

Figure 4: Add an Authorized User Agreement Page Snapshot

STEP 5: Once you agree to provide access to your Authorized User, you will be taken to the Confirmation Page displayed in Figure 5 below. To edit an Authorized User, click the pencil icon or to delete an Authorized User click on the red X button.

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Figure 5: Authorized User Confirmation Page Snapshot