

HOW DO I ACCESS EBILL?

Once you login to your my.emich account, follow these steps to access Ebill:

- Choose Ebill website under EMU Links (bottom left side of the my.emich tab)
- Sign on to Ebill using your E-ID and PIN number

HOW DO I VIEW MY BILL?

Once you login to your Ebill account, follow these steps to view your bill:

- Click on the Ebill tab to view your most recent bill
- To view a billing statement other than your most recent, choose the specific bill date under 'View Statement drop down box'
- To print your statement:
 1. Click on link to Print This Statement
 2. Hit Ok to Print Dialog Box
 3. Choose File and then Print

HOW DO I PAY MY BILL?

Once you login to your Ebill account, follow these steps to pay your bill:

- Click on Payments
- Choose Pay under the action column for your most recent bill
- Select Payment Method – online check or credit card. Credit card payments are processed through a third party, Pay Path. American Express, Discover and MasterCard are accepted

HOW DO I SET UP AN AUTHORIZED USER?

Once you login to your Ebill account, follow these steps to add an authorized user:

- Click on the Authorized Users tab
- Select Add an Authorized User
- Type in the information requested
- Choose to either Cancel or Add User
- To authorize this user, you will need to enter the last four digits of your E-ID number and press the "I Agree" button to continue
- Repeat this process to add multiple authorized users

HOW DO I SET UP A PAYMENT PLAN?

Once you login to your Ebill account, follow these steps to set up a payment plan:

- Click on Payment Plan at the bottom of the page
- Follow the four easy steps to set up your payment plan

HOW DO I ADD AN ALTERNATIVE E-MAIL ADDRESS?

Once you login to your Ebill account, follow these steps to add an alternative e-mail address for yourself:

- Click on My Profiles
- Insert an alternative e-mail address
- If you wish to have a reminder e-mail sent prior to the bill due date, indicate the number of days prior here
- Hit Save Changes Button

HOW DO I VIEW A STATEMENT OF ACCOUNT BY TERM?

Account statement activity may be viewed from your Ebill. Historical statements are available for semesters beginning Winter 2005.

Information may be used for reimbursement or other purposes. Statement will reflect the term activity and the term (not total account) balance.

Once you login to your Ebill account, follow these steps to view a statement of account by term:

- Underneath “Current Account Status” click on “recent account activity” or “previous terms”
- Click the drop-down arrow and choose desired term

HOW DO I VIEW MY CLASS SCHEDULE FOR A SPECIFIC TERM?

Once you login to your my.emich account, follow these steps to view your class schedule for a specific term:

- Click on the Student tab

- Scroll down to the Services Main Menu
- Follow each of these steps:
 1. Student Services & Financial Aid
 2. Registration
 3. Select Term
 4. Student Detail Schedule

Have questions after hours?
Don't wait until tomorrow – Ask EMU!



Click on the “Ask EMU” link on the EMU homepage!

Type in your question and see what EMU says...*or* send your question in an e-mail and Ask EMU will respond.

Offices include: Admissions, Financial Aid, Records and Registration, Student Business Services, ICT Helpdesk.

Courtesy of: Service EMU
268 EMU Student Center
www.emich.edu/serviceemu
service.emu@emich.edu



TM

Instructions for
*Student Business
Services Available*
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