

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.

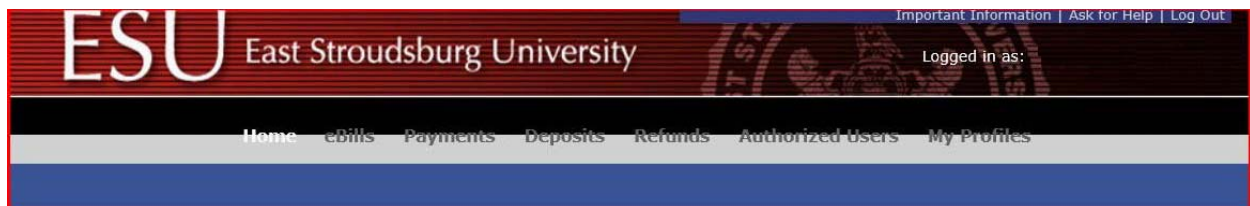


Figure 1: New Online Bill Payment System Welcome Snapshot

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.

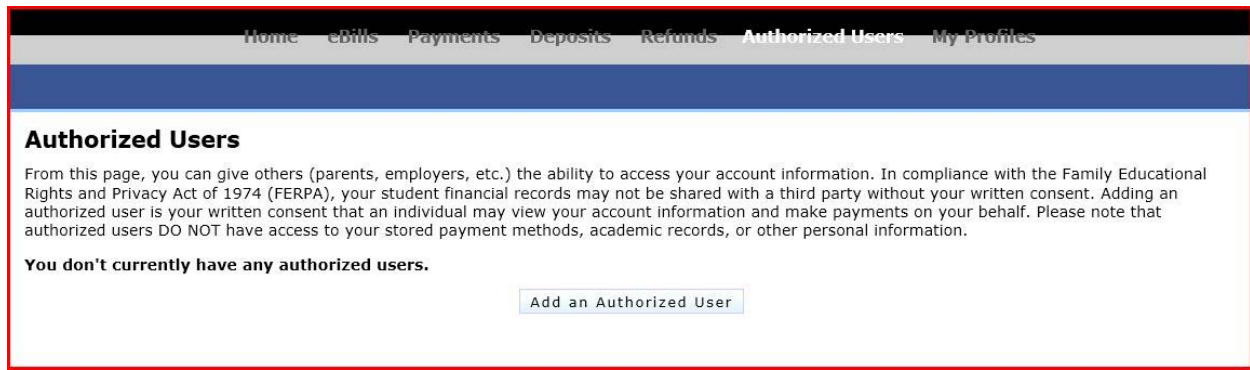


Figure 2: Authorized Users Introduction Page Snapshot

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, username@company.com
- Would you like to allow this person to view your billing statement? **Click Yes**
- Would you like to allow this person to view your payment history? **Click Yes**



Add An Authorized User

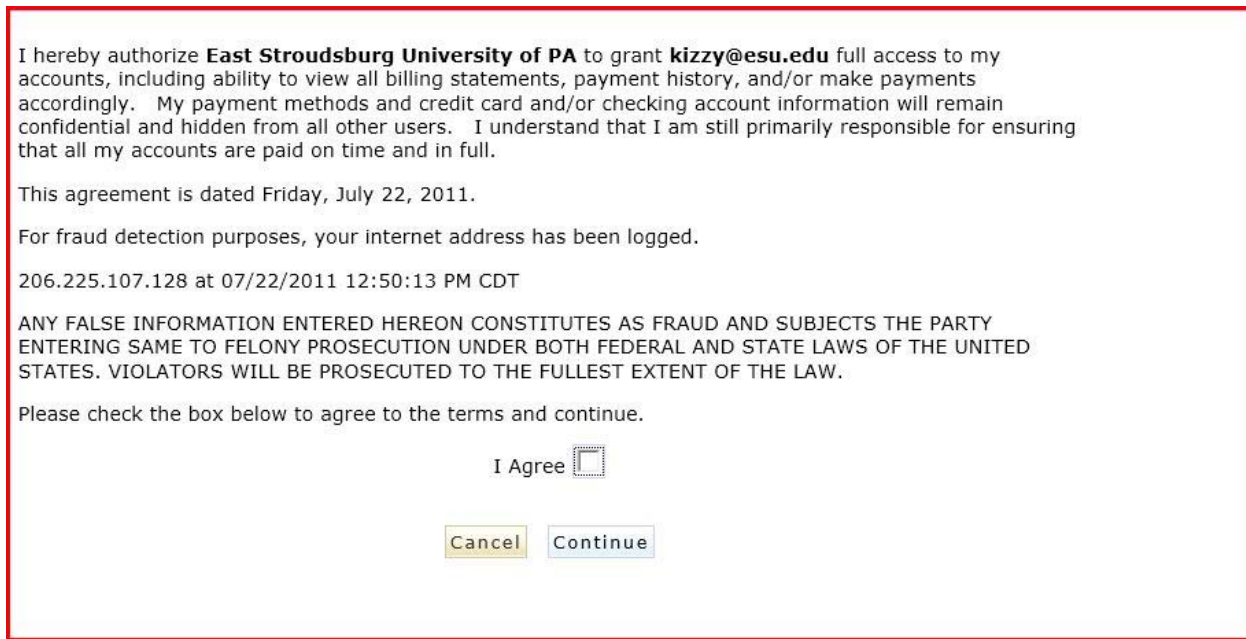
E-mail Address of the Authorized User:

Would you like to allow this person to view your billing statement? Yes No

Would you like to allow this person to view your payment history? Yes No

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.*



I hereby authorize **East Stroudsburg University of PA** to grant **kizzy@esu.edu** full access to my accounts, including ability to view all billing statements, payment history, and/or make payments accordingly. My payment methods and credit card and/or checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Friday, July 22, 2011.

For fraud detection purposes, your internet address has been logged.

206.225.107.128 at 07/22/2011 12:50:13 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

I Agree



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.

Thank you. We have sent an e-mail to kizzy@esu.edu with instructions on how to log in and view your billing information. This person will log in using the e-mail address you provided.
(Note: If the e-mail delivery fails for some reason, a notification MAY be sent to your e-mail address on record.)

Authorized Users

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Current Authorized Users	Actions
kizzy@esu.edu	 

Please note: When you delete an authorized user, that person will no longer be able to make payments to your accounts. Any scheduled or automatic payments by that person that have not already been applied will be cancelled.

Figure 5: Authorized User Confirmation Page Snapshot