E-BILL INSTRUCTIONS

Your first electronic (E-bill) notification is generated and sent to your MyFSU student email account approximately one month prior to each semester. All subsequent billing notifications are sent to your MyFSU email account each month.

TO LOG IN TO E-BILL

1. Go to www.ferris.edu, click on MyFSU to log in. Sign in using your MyFSU user name and password you received with your acceptance letter from the Admissions Office or use the FSU Computing ID and Initial Password link just below the user name/password block on your MyFSU log in page. If you have difficulty, contact the Technology Assistance Center (TAC) at 231-591-4822

2. Locate the Login Links area (in the left column) on the MyFSU tab.
3. Click on E-Bill.
4. A new browser window will bring you to the E-Bill page.

DOES SOMEONE ELSE NEED ACCESS TO VIEW OR PAY YOUR BILL?

If the answer is yes, you need to grant permission for someone else to access your student E-bill account. You must create their AUTHORIZED USER ACCOUNT so they can receive an email notification of your bill, view your bill, and make payments online.

TO SET UP AN AUTHORIZED USER:

You only need their email address to establish their authorized user account. Once you're logged into the E-bill system, click the Authorized Users tab at the top of the screen and follow instructions. Be sure to type in their email address CAREFULLY! Two emails containing specific login information will be sent directly to their personal email account as provided by you.

TO VIEW YOUR E-BILL:

Once you've logged into the E-bill system, to view your E-bill, click on the eBills tab near the top of the page. This is a snapshot of your E-bill as of the date it was generated. If you register for classes or make changes to your schedule after the E-bill is sent, you will need to view the changes through the View Account Activity link in your E-bill account.

THREE WAYS TO PAY YOUR BILL:

1. From the Payments tab in the E-bill system, click the Make A Payment button and follow prompts.
   a. Credit Card via Paypath: MasterCard, VISA, Discover and American Express credit/debit card payments are accepted online and are subject to a 2.75% convenience fee (minimum $3.00 fee).
   b. Electronic check: Make payment from checking or savings accounts. No convenience fee added! You'll need your bank routing number and account number. Remember: Your checking/savings account number is NOT your 16-digit debit card number.
2. Pay by mailing a check payable to FSU Business Operations, 1201 S. State St, CSS101PA, Big Rapids MI 49307.
   Always include your campus ID number on the check. No convenience fee added!
3. Bring cash or check to Student Services in the Timme Center. Don’t forget to bring your student ID card with you. No convenience fee added!

PAYMENT PLAN INFORMATION:

TRADITIONAL: All charges for the current semester are payable by August 15, 2012, the first due date of the semester (no additional charge applies). Additional charges authorized by the student will be included in subsequent monthly billings.

DEFERRED: Payments are due in three periods during the semester. A one-time $30 deferred service charge per semester applies. Paying the first 50% automatically enrolls in the deferred payment plan.
ELECTRONIC BILLING (E-BILL)

Contact: Ferris Business Office  Phone: 231.591.2125  E-mail: heeterk@ferris.edu

Click on eBills or latest bill to view most recent billing.

E-bill is a snapshot of your account as of Statement Date.
To view changes to the account since the...