

# ELECTRONIC BILLING (E-BILL)

Contact: Ferris Business Office Phone: 231.591.2125 E-mail: [heeterk@ferris.edu](mailto:heeterk@ferris.edu)

## E-BILL INSTRUCTIONS

Approximately one month prior to each semester, an E-bill notification is generated and sent to your FSU student email account. 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 *Recent Account Activity* link in your E-bill account. All subsequent billing notifications for each semester are sent to your student email account.

### Does someone else need access to view or pay your bill?

You need to grant permission for someone else to access your student E-bill account. You must create their *Authorized User Account*. You only need their email address. Specific login information will be sent directly to their personal email account as provided by you. Type in their email address carefully.

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## TO LOG IN TO E-BILL

1. Go to [www.ferris.edu](http://www.ferris.edu), click on **MyFSU** to log in. Sign in using your *MyFSU* *username* and *password* you received with your acceptance letter from the Admissions Office. 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.

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## TO SET UP AN AUTHORIZED USER

Once you're logged into the E-bill system, click the **Authorized Users** tab and follow instructions.



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## TO VIEW YOUR E-BILL AND MAKE A PAYMENT

Once you're logged into the E-bill system, to view your E-bill, click on the **eBills** tab near the top of page. This is a snapshot of your E-bill as of the date it was generated. Any changes made after it was generated will be shown on the *Recent Account Activity* link.



From the eBills tab, click on **Pay** to make a payment. Follow the screen instructions to finish the process of making a payment. Credit/debit card payments are subject to a 2.75% convenience fee (minimum \$3.00 fee). Electronic debits (E-checks) from checking or savings accounts are not subject to the convenience fee.

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## CONVENIENCE FEE INFORMATION

A convenience fee of 2.75% will be charged on all credit/debit card transactions made on consolidated student accounts. If you have questions about the convenience fee, please visit [www.ferris.edu](http://www.ferris.edu) and search for "Convenience Fee." You can avoid paying the 2.75% convenience fee by paying online with an electronic check or you may also mail or deliver a check to the Timme Center for Student Services (in Big Rapids) or to Kendall's Student Services (located on the 7<sup>th</sup> floor) with no convenience fee. Always include your *Student ID number* on the check.

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**Account Summary** Recent Account Activity

Account Name	Statement Date	Due Date	Statement Amount	Current Balance*	Action
Bill+Payment Suite	05/26/2011	06/15/2011	\$1,065.60	\$665.60	<a href="#">Pay</a>

\* Current balance includes activity since your last statement, including recent payments and new charges.

View Statement:   [Print This Statement](#)

To make a payment, click **Pay**. You'll be able to adjust the payment amount later in the process.

FERRIS STATE UNIVERSITY 

Student ID:   
Due Date: 05/15/2011  
Statement Date:   
Student Name:   
Term:

*Student Schedule/Bill*

SUBJ	CRSE	SEC	COURSE TITLE	CREDS	DAYS	START/STOP	BUILD	ROOM
HCSA	120	001	Health Services Admi	3.00	T	0200-0505pm	VFS	420
MRIS	103	VL1	Medical Terminology	4.00	TBA	TBA	TBA	TBA

Course Credits: 7.00

CHARGES		CREDITS/ANTICIPATED CREDITS	
B & N Books and Supplies	161.60	Fed Direct Subsidized Loan	995.00
Deferred Service Charge	30.00	Web-Payment-E-Check	681.50
Fee-Health Center	47.00		
Fee-Rsq/Ftnss Facility	13.00		
Fee-Stdnt Activity Fnd	20.00		
Fee-Stdnt Government	1.00		
Tuition-On-Line Learning Fee	40.00		
Tuition-Undergrad (Snr)	2,317.00		
<b>Total Charges:</b>	<b>\$ 2,629.60</b>	<b>Total Credits/Anticipated Credits:</b>	<b>\$ 1,676.50</b>

Previous Balance:	\$ 112.50
Current Term Balance:	\$ 953.10
<b>AMOUNT DUE:</b>	<b>\$ 1,065.60</b>

E-bill is a snapshot of your account as of Statement Date

To view changes to the account since the statement date, click on **Recent Account**