

Student Instructions:

- Go to the Bursar's webpage and select "Student E-Bill Access"

<http://www.skidmore.edu/bursar/e-bill/>

You will login using your email username and password.

- Once you have accessed the system you need to go to the "My Profile" tab at the top of the screen. This is where you will "invite" the other people that you want to receive your bill. Click on "invite other payer" then enter a nickname such as mom or dad. Then enter your email address in the from email box and enter the email of the person that you are inviting in the recipient email box. Click on the "invite" button to give that person access to your ebill.

Parent Instructions:

- For a parent to be able to access the ebill system they must first be "invited" by the student (see above). Once you have been invited you should receive an email with an activation number. You will need that activation number and the student's account number to be able to set up your own user name and password. If you did not receive an activation number please ask the student to invite you. If they have invited you they can see your activation number on their "my profile" tab of the ebill system. If you do not know the student's account number the student can get it from the ebill system. The Parent ebill login page is located on the Bursar's web page.

<https://netpay.higherone.com/NetPay/EBPP/SC/Main/Tuition+and+Fees/999/EBPP.aspx>

- Once you have the activation and account number click on the sign up button and enter the required information. You will be required to create a user name and password. Once you are set up in the ebill system you should make a note of your user name and password because you will need it for future access.
- When you login to the ebill system you will be taken to a bill summary line that will say "Tuition Bill" and an amount due. To see the detail behind that charge you need to click on the word "Tuition Bill". This will give you a detailed bill. Also please remember that the bill is a "picture in time" payments and new charges will not appear on the bill until a new bill is run. Any activity that happens between the billing cycles can be found under the "Recent Activity" tab.

Having trouble accessing the ebill system? Please review below some common issues.

Two people cannot login in on the same computer without first closing all browsers. If a student has logged into the ebill system and then the parent tries to access the system from the same computer without first closing the browsers the ebill system still thinks the student is logged in and will not allow another person on. Please close all browsers and try again.

The ebill system does not always work with Safari. If you are using a Mac the ebill system may or may not work with your Safari browser. If it does not work you can use a different browser such as Firefox or call our office for further options.

Many people try to access the system with the activation number and the Skidmore id number instead of the account number. If you are having trouble getting in please make sure you have the right number. The account number is located on any old billing statements you may have or the student can look it up by going to the Bursar's web page and selecting ID/Account lookup.