



Framingham
State University

Student Instructions for eBill

Log into your myFramingham account and click the Account tab, choose “View Charges & Make Payment.” You are now on the welcome page of the Student Account Activity / Bill+Payment Suite.

Click the eBills tab and select the statement date you’d like to view & click “Go”. Your student eBill will be viewable. You can easily click the links to fulfill your payment requirements, make a payment, waive or enroll in the health insurance coverage, sign up with TMS, etc.

Remember, **the eBill is a snapshot of your account activity at the time it was uploaded**; it may differ from your current account balance. You can always view your real-time account balance from the Home tab or in the Account Summary section of the eBill. **Your eBill is static and will not change** if adjustments are made to your account.

Below is a description of the options and tabs available within the Student Account Activity / Bill+Payment Suite.

Home / Announcements / Quick View:

This section will allow you to view current account activity, previous terms, eBill, recent payments and credits as well as make a payment. Click any of the appropriate tabs or links. Announcements, special instructions and messages will appear here as well.

eBills:

Please remember when viewing and paying the bill online that the eBill is not real-time, meaning it does not automatically update when changes are made to the account balance; this is a snapshot at the point and time the eBill was loaded. You do have the ability to select prior eBills. For real time account balance information please use the “view current activity” link located on the home page. The most recent eBill information will appear in the Account Summary section.

Payment Profile:

The payment profile gives you the ability to enter account information for your preferred checking, savings account, and/or credit card that may be used to make payment on your account. To create a payment profile:

- Select “My Profiles”
- Select “Payment Profile”
- Add a payment type
- Go
- Enter the necessary account information
- Save

Authorized User:

Authorized user(s) may have access to view your eBill, payment history and make online payments towards your account. You may add as many authorized users as you see necessary. To add an authorized user(s) to your account:

- Select “Authorized Users”
- Select “Add User”
- Enter the user’s e-mail address
- Select the access options you would like the user to have
- Accept the terms and submit
- The user will receive an automated e-mail message and their password to access the account

My Profiles:

Using the personal profile allows you to enter a mobile telephone number to receive text messages about new bills and upcoming payment due dates. Please note standard text messaging charges do apply, this is an optional feature. To add a mobile telephone number:

- Select “My Profiles”
- Select “Personal Profile”
- Enter the mobile telephone number
- Select the mobile carrier
- Save Changes