



Framingham
State University

FSU - Authorized User Instructions for eBill

To log into the Student Account Activity / Bill+Payment Suite use the link and temporary password provided in the email you received. You will be required to change your password and create a hint upon logging into the site. If you have lost or misplaced your password you may have your password hint shown to you or you may have your password emailed to you by clicking the forgotten password link on the main login page.

Please select Student Account:

You will have the option to view the account or accounts you have been granted access to. Select the student to view or you may click the pay all button. For the most current (real time) account balance information select “View Current Activity” to the right of balance.

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

Quick View:

This section will allow you to view current account activity, eBill, and recent payments and credits (if you have been granted access to this tab). Click any of the appropriate tabs or links. The current account status link will show the current (real time) balance due on the account. You may select the “view current activity” or the “make a payment” link.

Top Tabs:

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 “current activity” tab is the most current real time information.

Payments:

The payments tab 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 to the student account. You also have the option to save the payment type for future payments. To make a payment:

- Select "Payments"
- Select "Pay"
- Select a payment type from the drop down
- Go
- Enter the necessary account information (If you wish to save for future payments select the check box and enter a name for the payment method.)
- Continue
- Enter payment amount
- Continue
- Submit Payment

Select Student:

This tab will show you what students you have been granted access to view/pay. When you select the student it will bring you to the main home page.

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