

eBill Parent/Authorized User Information

Parents can utilize many of the eBill features as "**authorized users**" on their student's account. As an authorized user, parents will receive email notification when new bills are posted and can make payments by credit card or check payments online!

Benefits for parents using eBill:

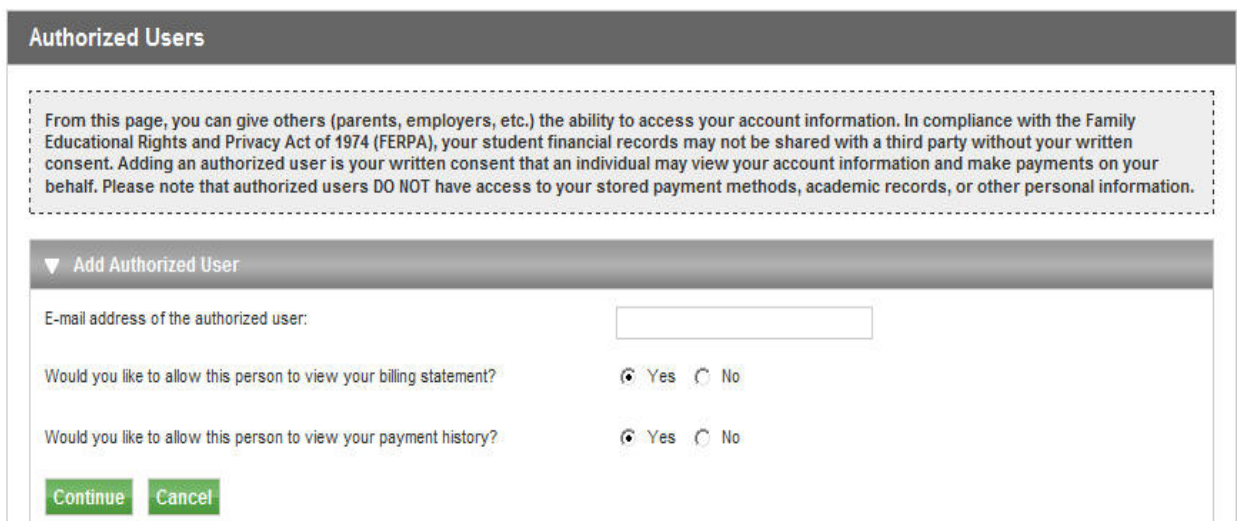
- Easy to read online history of past **statements** and payments
- Ease of use and convenience; eBill is available 24 hours a day
- Get up-to-date account information, anytime
- Statements and payments are private and secure
- You can print your eBill statements and remit payment through the mail

To access your student's eBill information, your student must set you up as an **authorized user**.

How To Add an Authorized User

Students can add an authorized user to their account by completing the following steps:

1. Go to bridgew.edu/ebill
2. Click the eBill icon.
3. This will take you to the **BSU Student Account Suite**.
4. Log in with your BEAR ID and PIN.
5. From there, click on **Authorized Users** from the menu options on the top of the page.
6. Enter the email address of the user you'd like to authorize to view your account statements and make payments.



The screenshot shows a web interface titled "Authorized Users". At the top, there is a dashed box containing a disclaimer: "From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information." Below the disclaimer is a section titled "Add Authorized User" with a dropdown arrow. It contains three input fields: "E-mail address of the authorized user:" with an empty text box; "Would you like to allow this person to view your billing statement?" with radio buttons for "Yes" (selected) and "No"; and "Would you like to allow this person to view your payment history?" with radio buttons for "Yes" (selected) and "No". At the bottom of this section are two buttons: "Continue" and "Cancel".

7. Verify the email address you have entered for the Authorized User is correct and click **Continue**.
8. The new authorized user will receive an email shortly providing instructions on how to log in to Bridgewater State University's eBill with an initial password. When the user logs in for the first time, the user will be asked to set up a profile and change their password.