Tufts eBill Instructions

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I. Enrollment in Tufts eBill for New Students

New student access to Tufts Username (UTLN)

New students receive their Tufts Username (UTLN) when credentialing for their Tufts email address. Prior to arriving, new students are directed by email from their school to create their Tufts email account and obtain their username. If you have not received information about your Tufts email, please contact your school. You will need this username in order to log into SIS. If you have forgotten your Tufts Username (UTLN), you may obtain it through Tufts Tools.

Tufts eBill for New Students

- Students can access their Tufts eBill by logging into their SIS Portal at http://go.tufts.edu/sis.
- Navigate to the “Bills and Balances” tab in SIS and click on “My eBill.”
- Accept terms of use.
II. Inviting Other People to View or Pay your Tufts eBill

In order to allow others (i.e. parents) to view your eBill or to enable them to pay your bill on your behalf, you must invite them to enroll in Tufts eBill. To invite them, navigate to the “My Profile” page, and click the “Invite Other Payer” button.

You will then need to:

1. Create a nickname for the person you are inviting.
2. Provide your email address.
3. Provide the email address of the person you are inviting.
4. Be sure that both the “University Bill” and the “Health Sciences Bill” remain checked.
5. Click the “Invite” button.

The person you have invited will receive an email with instructions on how to enroll in Tufts eBill. The invited user will need to know your Student ID number and will need to know the “Activation ID” that was provided in their invitation email. You may also give them their “Activation ID,” which is displayed in the “Other Payer Access” section of the “My Profile” page.
III. Invited Viewer/Payer Enrollment for Tufts eBill

Other viewers/payers should follow the instructions in their invitation email and navigate to http://go.tufts.edu/ebill.

Enrollment for Invited Users

Step 1 of 3: Verification and Terms and Conditions

You must agree to the Terms and Conditions:
Indicate that you are enrolling as an other viewer/payer, you will need to provide:

1. Your activation ID (this is a number that is provided in the invitation email sent to you upon the student’s request).
2. The student ID of the student from whom you received the invitation

**Step 2 of 3: Personal Information**

Other viewers/payers will be asked to provide their email and address information. Please note that the email address listed was provided by the student who invited you, and may be updated later on your “Profile Page” upon completion of enrollment.

**Step 3 of 3: Create Username and Password**

The final step of enrollment is the creation of your username and password along with selection of a security question to be used in the event you forget your login information.
IV. Billing and Payment

To view your eBill, click the “eBills” tab on the top navigation bar. You will see your most recent eBill in the upper section and any prior eBills will be listed in the lower section. You may pay electronically by clicking the “Pay Now” button:

View Current eBill:

To view the full billing statement, click on the specific bill line. To pay by check online, click “Pay Now”.

<table>
<thead>
<tr>
<th>Bill Name</th>
<th>Statement Date</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Bill</td>
<td>02/21/2020</td>
<td>02/25/2020</td>
</tr>
</tbody>
</table>

When you view your eBill, please be sure to click the link at the bottom of the bill for important billing and payment information. If you have any questions regarding your bill, please contact the Business Office for your school as listed on the left navigation panel.

View Previous eBills:

To view a previous Tufts eBill, click on the specific bill line. Payment may only be made on a current Tufts eBill.

<table>
<thead>
<tr>
<th>Bill Name</th>
<th>Statement Date</th>
<th>Payment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Bill</td>
<td>02/21/2020</td>
<td>02/25/2020</td>
</tr>
</tbody>
</table>

You will then be prompted to select an account type for your payment, complete bank information that is required and agree to Terms & Conditions. To save your bank information for future use you must enter an “Account Nickname.” This is optional. You may choose to enter your account information each time you make a payment. Click “Submit.” When your payment goes through, you will see a payment confirmation online and will also receive a notice at your email address.

Payment Method & Account Information:

Please select an account type to pay, then complete the required bank information and agree to Terms & Conditions. Please note: once you successfully submit your payment, you will be redirected to a payment confirmation page. If you do not see a payment confirmation page after clicking submit, then you have not entered all of the required payment information.

- Payment Method:
- Account Number
- Account Type
- Account Holder
- Bank Name
- Routing Number
- Account Number
- Payer's Name

You may also make payment by mailing a traditional check. In order to pay by check, you must print out the “Payment Coupon” from the link at the bottom of your eBill:

*PREVIOUSLY BILLED ITEMS DUE ON RECEIPT:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TERM</th>
<th>DESCRIPTION</th>
<th>CHARGED</th>
<th>CREDITS</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/08/2010</td>
<td>SPRO 10</td>
<td>PREVIOUS BALANCE</td>
<td>120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/02/2019</td>
<td></td>
<td>TUITION GRD/UFPEF-GM</td>
<td>800.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/17/2019</td>
<td>SPRO 10</td>
<td>EMPL BENEFIT FACULTY/STAFF &amp; A&amp;S</td>
<td></td>
<td>-400.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL CURRENT DUE</td>
<td>920.00</td>
<td>-400.00</td>
<td>120.00</td>
</tr>
</tbody>
</table>

PAYMENTS OR CHANGES TO THIS STATEMENT CAN BE VIEWED BY ACCESSING SIS ONLINE AND WILL APPEAR ON YOUR NEXT BILLING STATEMENT.

Click here for PAYMENT information

Click here for Important Medical Insurance and Billing Information

Be sure to include the “Payment Coupon” with your payment to avoid any delay in crediting your funds appropriately.