

SiS – Using eBilling

1. You will receive notice of your new student invoice availability via email sent by <u>The Solution Center</u> (<u>thesolutioncenter@uml.edu</u>) to your @student.uml.edu account.



- 2. Log into Student Self Service (SiS) to view/print/pay your student bill. If you have forgotten your password, you can reset it by using mypassword.uml.edu.
- **3.** Click the "View All Invoices" link on the Student Center.

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- NOTE: The current bill will not update as fees are waived (i.e. student health insurance, Mass PIRG, or payments are made on-line). The current bill will update the next time billing is run then a new email message will be sent indicating a new eBill is available for viewing. All adjustments and payments can be seen by clicking on the account summary link located in the finance section of your student center.
- **4.** A new page will open with a list of all your invoices, by date created. Select the view invoice link on the eBill you would like to view.

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4. The student invoice selected displays as a pdf.

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- **Note:** You can save the invoice file to your computer and send it as an attachment in an email message to a parent or sponsor. You can also print the file locally from your computer. Students can also grant a parent/family/friend access to their eBill in SiS via <u>UShare</u>.
- 7. You also have the choice to make a payment online using a credit card or echeck. Click on the make online payment link.

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Note: Payments are posted to SiS student accounts on the next business day.

11. Congratulations! You have just used eBilling. End of Procedure.