



1. Log on to Ursa at [http:// ursa.unco.edu](http://ursa.unco.edu) using your University of Northern Colorado Personal Digital Identity (PDID) information (network user name and password). (Not Shown)
2. Click on the **Financial** tab. (Fig. 1)
3. Click on the **e-Bill** or **Credit Cards** icon in the My Account or My Statement channels. (Fig. 2)
4. On the Select Term Screen (not shown), use the **Drop-Down Menu** to select the term and click on the **Submit** button.
5. On the **Account Detail for Term** screen, click on the **Pay Bill or View eBill** button. Wait while your information loads. (Fig. 3)
6. You're now in e-Bill. Use the **main navigation menu** below the page banner to view and print your bill, view account activity, make or schedule a payment, set up automatic payments or add an authorized user. Some of the more frequently used functions are found in the **Quick View** box. (Fig. 4)
7. To view your e-bill, click on the **eBills** link. (Fig. 4)

(continued on next page)

Get Help

- Help accessing Ursa or using e-Bill is available 24/7 by contacting the Technical Support Center at 970-351-4357 or www.unco.edu/it/SupportU.htm.
- If you have questions about your student bill, call 970-351-2201 or e-mail bursar@unco.edu.

Fig. 1



Fig. 2

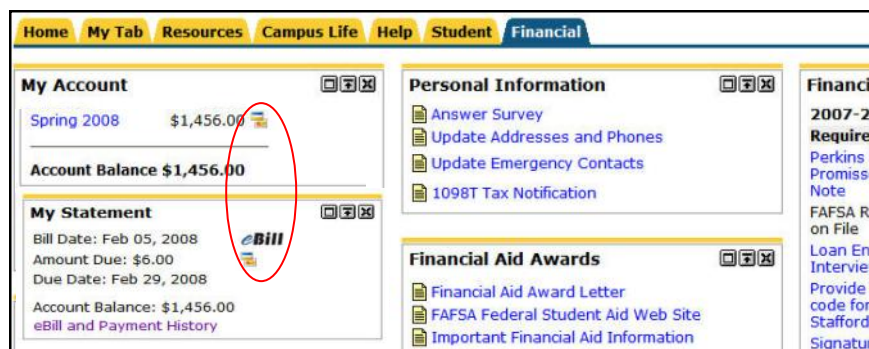


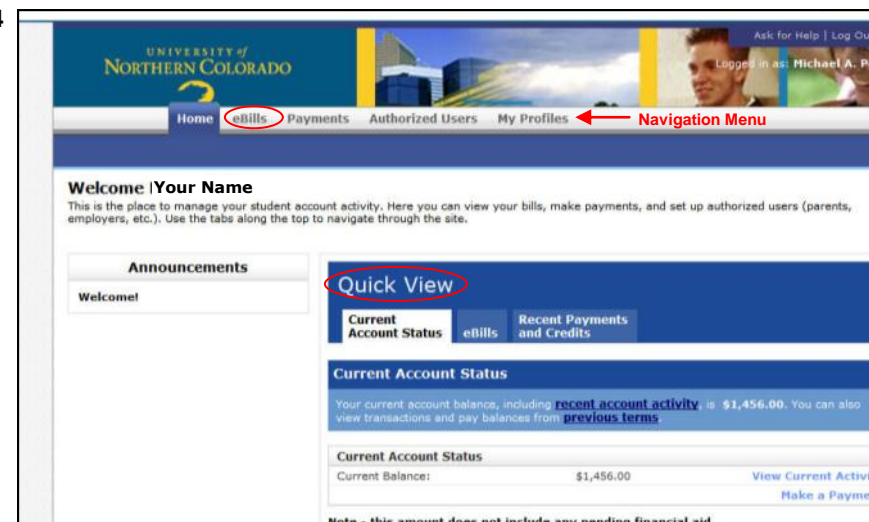
Fig. 3

Account Detail for Term

200830 Spring 2008 Term Detail

Description	Charge	Payment	Balance	Pay Bill or View eBill
Cassidy Hall Bond		\$5.60		
Recreation/Athletic Fac Bond		\$43.70		
Recreation Center Bond		\$28.00		
Student Service Fee		\$270.20		
University Center Bond		\$8.80		
Health Ins Waive by 01/28/08		\$850.00		

Fig. 4



8. In the e-Bill screen (Fig. 5):
 - If you want to make an electronic payment, click either on the **Payments** link in the main navigation menu or the blue **Pay** link in the Account Summary section and follow the instructions on the subsequent screens.
 - If you want to create a printable copy of your bill, click on the blue **Print This Statement** link.
 - If you want to mail your payment to the Bursar's Office, you can create a remittance slip to include with your payment by clicking on the **Mail in remittance slips** link at the bottom of your e-bill.
 - You also can view recent activity for your account and view previous statements (e-bills).

Fig. 5

Account Summary Recent Account Activity

Account Name	Statement Date	Due Date	Statement Amount	Total Balance*	Action
Student Account	04/01/2008	04/30/2008	\$1,456.00	\$1,456.00	Pay

* Total balance includes activity since your last statement, including recent payments and new charges.

View Statement: 04012008 G.O. Print This Statement

STATEMENT QUESTIONS: (870) 351-2201
CREDIT CARD PAYMENTS: (970) 351-2201
OR visit Ursa <http://ursa.unco.edu>

Bear ID: Student Name: Amount Due: \$ 1,456.00 Billing Date: April 01, 2008 Due Date: April 30, 2008

TERM	DATE	DESCRIPTION	CHARGES	CREDITS
		* PREVIOUS BILLED BALANCE *	\$ 1,456.00	
FUTURE BALANCE: \$ 0.00			TOTAL DUE: \$ 1,456.00	

IMPORTANT MESSAGES: Test Message You must have your past due balance paid by March 31st or you won't be allowed to register for classes. Your payment is due in full. If full amount is not paid, a 1.75% service charge will be assessed on unpaid billing charges. Additional billing information, including information on student health insurance, financial aid, university apartment rent, billing rights, and various university department phone numbers can be found at http://www.unco.edu/accts/services/Rp/bursar/ebill_docx.pdf. Mail in remittance slips can be found at http://www.unco.edu/accts/services/Rp/bursar/ebill_docx.pdf

9. To give an authorized user access to your e-bills, click on the **Authorized Users** link in the main navigation menu (Fig. 5).

Fig. 6

Authorized Users

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.

You don't currently have any authorized users.

Add an Authorized User

10. Read the privacy rights information and if you want to add an authorized user, click on the **Add an Authorized User** button. (Fig. 6.)

11. In the Authorized Users screen, enter the e-mail address of the person you want to add as an authorized user. (Fig. 7)

Fig. 7

Authorized Users

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.

Add An Authorized User

E-mail Address of the Authorized User: williamjones@biljones.com

Would you like to allow this person to view your billing statement? Yes No

Would you like to allow this person to view your payment history? Yes No

Cancel Add User

12. Make sure that **Yes** is marked for the two questions in order to allow the person you are authorizing access to your e-bills and payment history; then click on the **Add User** button. (Fig. 7)

13. After reading the **Authorization Agreement**, enter the last four digits of your **Bear Number** in the Student ID number field and click on the **I Agree** button to add the authorized user. (Fig. 8).

Fig. 8

I hereby authorize University of Northern Colorado to grant williamjones@biljones.com access to my accounts, including ability to view all monthly statements, and/or make payments accordingly. My payment methods, credit card and/or checking account information, will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Friday, May 09, 2008.

For fraud detection purposes, your internet address has been logged.

138.86.101.146 at 05/09/2008 05:32:57 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please enter the last four digits of your Student ID number in this field and "I Agree" button to continue.

Cancel I Agree

14. Your authorized user will automatically be sent an e-mail notifying them that they have been added and containing his or her randomly generated password, which they can change after logging in the first time, and instructions for logging in to e-Bill.
15. Click on the **Log Out** link in the top right corner of e-Bill and Ursa screens when you are finished to protect your confidential information.