#### NO MORE PAPER BILLS!

Effective with the Spring 2012 semester, Mississippi College will no longer mail paper bills to students/parents. eBills will be available online via your Banner Web account. Throughout the semester, the Business Office will send an electronic billing notification to each student's MC email address. Upon notification, the student is responsible for accessing his/her eBill.

#### What is an eBill?

An eBill (electronic billing) is an online interface that enables Mississippi College students and their authorized users to view their current and previous billing statements and to make online payments.

## The advantages of eBill are:

- Payments made online are posted to the student account immediately
- Students can authorize others (parents, employers, etc.) to view and pay their bill
- Online history of past statements and payments
- Ability to schedule future payments
- Ease of use and convenience eBill is available 24 hours a day
- Statements and payments are private and secure

## Do I need to sign up or register to use eBill?

Students will not have to sign up or register to use eBill. Once logged in to Banner Web, simply click on 'TUITION PAYMENTS and STATEMENTS' and you will be redirected to the TouchNet website where eBills and account information are viewable.

### What if someone else is responsible for paying my account? Can they receive the emails/eBills also?

If someone else such as a parent or employer is responsible for paying your account, you will need to set them up as an Authorized User so that they can receive the emails/eBills also. Once at the TouchNet site, select 'Authorized Users' located under the 'My Account' tab. All you need to do is enter the email address of the person you want to add. More than one authorized user may be set up. Once they have been set up, they will receive an email with their User ID and PIN and a link to log in to the TouchNet site.

#### Can I set up an alternate email and/or a cell phone number to receive new statement notification?

Yes. From the TouchNet site, select 'My Profile' located under the 'My Account' tab. Email information is entered under 'Personal profile' and cell phone information is entered under 'Communication'.

# Can I still receive a paper bill if requested?

Mississippi College will no longer mail paper bills. A paper bill can be printed, however, from the TouchNet site.