How to Change a Password on a UC Berkeley BFS eBill Account
Step by Step Guide for Non-Student Customers

Overview:
This document provides existing users with a step-by-step guide for changing the eBill password.

If you do not have an eBill account established, go to http://ebill.berkeley.edu to request access. Click on “New User? Sign up Now!” located below the “Login to eBill” button. Please allow 3-5 business days for account activation.

Follow the steps below to change your eBill password.

1) Go to http://ebill.berkeley.edu/

2) Click “Login to eBill” button

3) Enter your User ID
   – (User ID = the contact email address provided when access to eBill was requested)

4) Enter your Password

5) Click the Change Password button

6) In the New Password box, enter the new password you would like to change to. Passwords must follow these rules:
   – Be at least eight characters
   – Have at least one upper case character
   – Have at least one lower case character
   – Have at least one number
   – Have at least one punctuation/special character (e.g. ~,!,@,#,$,%,^,&,*
   – Cannot contain spaces

7) In the Confirm Password box, enter the new password again.
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8) Click the **Submit** button. A confirmation will appear showing the password was successfully changed.

9) Sign in with your User ID and *new* password.