

A photograph of a brass padlock resting on a computer keyboard. The background is a blurred blue gradient. A dark grey horizontal bar is overlaid across the middle of the image, containing the title text.

Changing Your Password

Berkeley
UNIVERSITY OF CALIFORNIA

Last Updated: June 27, 2019

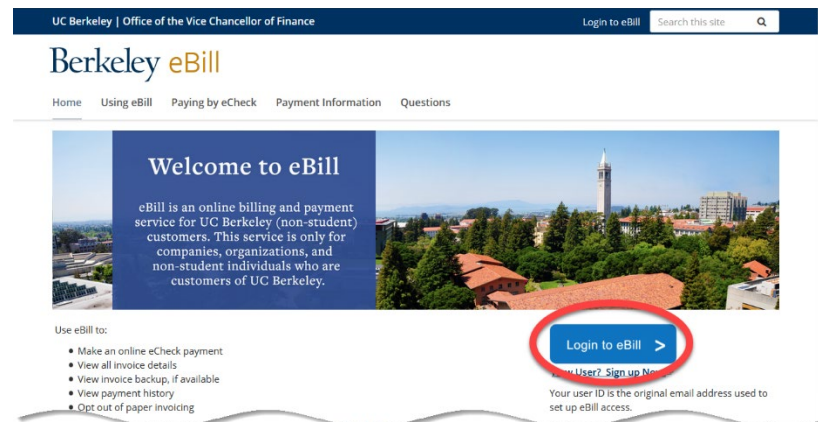
EBill Users Guide – Changing Your Password

The eBill Payment System is a fast, easy, and convenient way to pay your invoices and view your account information. To prevent unauthorized access, eBill is protected by a password. Always adhere to good password practices. Do not share your password with anyone other than an authorized user and never email, write down, or store your password online without encryption. Also, be mindful of people around you when entering your password.

Change your password immediately if you think it was compromised. This guide will walk you through the steps needed to update your password.

Login to eBill

To access eBill, navigate to <https://ebill.berkeley.edu>. From there, select the button labeled **Login to eBill**.



This takes you to the Customer Sign On page. Go ahead and enter your User ID – this is the email address you provided when you requested the eBill service. Next, enter your current password. This is the password you are about to change.

Once you've entered your User ID and password, click the **Change Password** button.

This brings up two additional fields – **New Password** and **Confirm Password**. This is where you will enter and confirm your new password. To provide a greater level of security, eBill requires a "strong" password that meets certain requirements. To view these password rules, click the link labeled "Password Rules".

EBill Users Guide – Changing Your Password

Your password must be a minimum of eight characters long and have at least one upper-case letter, lower-case letter, and number. Also, it must include at least one special character, such as an exclamation point, ampersand, pound symbol, or asterisk. And finally, your password cannot contain spaces. When you have decided on your new password, click the **Return** button to go back to the sign on page.

Password Rules

1. Be at least eight characters
2. Have at least one upper case character
3. Have at least one lower case character
4. Have at least one number
5. Have at least one punctuation/special character (e.g. ~,!,@, #,\$,%,^,&,*)
6. Cannot contain spaces

Return

Now enter your new password into the **New Password** field. Repeat the same password in the **Confirm Password** field. Click the **Submit** button when you are done.

 **Berkeley**
UNIVERSITY OF CALIFORNIA

Berkeley Financial System (BFS)

Customer Signon
(User ID/password are case sensitive)

User ID:

Password: [Password Rules](#)

Sign On **Change Password**

New Password:

Confirm Password: **Submit**

If your password passes the requirements of the rule, you would receive a message stating that your password were changed. You can log in to your account using your new password. If your password is rejected, repeat the steps until you enter a new password that meets all the password rule requirements.

 **Berkeley**
UNIVERSITY OF CALIFORNIA

Berkeley Financial System (BFS)

Customer Signon
(User ID/password are case sensitive)

User ID:

Password: [Password Rules](#)

Sign On **Change Password**

Password successfully changed; signon with user ID and new password