Payment by eCheck
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EBill makes it easy to pay your account and provides flexible payment options. This guide will walk you through the process of making a payment.

**Login to eBill**

To access eBill, navigate to [https://ebill.berkeley.edu](https://ebill.berkeley.edu). From there, select the button labeled **Login to eBill**.

To sign on to eBill, enter your User ID (the contact email address provided at the time you requested access) and password. Then, click the **Sign On** button.

On the eBill home page, there are two methods to pay your account: **Quick Pay** and **Make a Payment**. Use **Quick Pay** to pay all your invoices using a single electronic check. Use **Make a Payment** to select the amount, or invoice(s), that you wish to pay today.

**Quick Pay**

We've designed **Quick Pay** with simplicity in mind: to pay all your invoices with a single eCheck.

Select the **Quick Pay** tile. This takes you to a page with the **Electronic Check Terms and Conditions**. If you agree to these terms, use your mouse and click the **I Agree** toggle switch. This moves the switch from No to Yes and confirms your acceptance of the terms.

Then, select the green **Submit Payment** button.
A pop-up box asks you to confirm that you wish to submit this payment. Select OK to continue.

Now complete the billing information and payment details page. The billing information is pre-populated with your billing details. Please update any missing or incorrect information. Fields marked with an asterisk are required.

In the Payment details section, enter your routing number, bank account number, and check number. From the Account Type pull-down menu, please indicate if the bank account is a checking, corporate checking, or savings account.

Once the page is complete, click the green Pay button.
Make a Payment

We designed Make a Payment with flexibility in mind: allowing users to select the invoice(s) and the amount they wish to pay today.

Users are offered a variety of payment choices.

- **Pay Total Balance** - Pay all the invoices on your account.
- **Pay Past Due** – Pay just the invoices in arrears.
- **Select Invoices** - Pick the specific invoice(s) that you wish to pay today.
- **Pay Last Statement** - Currently not applicable

Pay Total Balance

Note: Instead of using Pay Total Balance, consider using Quick Pay instead. It accomplishes the same action in fewer steps.

Select the green Pay Total Balance button. This takes you to the Payment Cart page. Select the Next button.

Carefully read the Electronic Check Terms and Conditions. If you agree to these terms, click the I Agree toggle switch with your mouse. This changes the toggle from No to Yes.

Then, select the Submit button.
A pop-up box asks you to confirm this payment. Select OK to continue.

Now complete the billing information and payment details page. The billing information section should already be pre-populated with your billing details. Please update any missing or incorrect information. Fields marked with an asterisk are required.

In the Payment details section, enter your routing number, bank account number, and check number. From the Account Type pull-down menu, please indicate if the bank account is a checking, corporate checking, or savings account.

Once the page is complete, click the green Pay button.
Pay Past Due
If you wish to pay just the invoice(s) in arrears, select the **Pay Past Due** button.

This brings up a payment cart with the invoice(s) that are past due. To pay all these invoices, click **Next**.

Carefully read the Electronic Check Terms and Conditions. If you agree to these terms, click the **I Agree** toggle switch with your mouse. This changes the toggle from No to Yes.

Select the **Submit** button.

A pop-up box asks you to confirm this payment. Select **OK** to continue.

Now complete the billing information and payment details page. The billing information section should already be pre-populated with your billing details. Please update any missing or incorrect information. Fields marked with an asterisk are required.

In the Payment details section, enter your routing number, bank account number, and check number. From the **Account Type** pull-down menu, please indicate if the bank account is a checking, corporate checking, or savings account.

Once the page is complete, click the green **Pay** button.
EBill confirms if your payment was successful. Click the **Ok** button to close the window.

**Select Invoice(s)**

EBill gives you the option to pay just the invoice(s) you select. Click the button labeled **Select Invoice(s)**.

This page lists your invoices. Notice the Action menu in the second column. Select the drop-down arrow for additional options:

- **Invoice Details** – More detailed information about the invoice, such as a description, quantity, unit price, and tax amount.
- **Message Center** – Send a message to a member of the eBill team.
- **Invoice Activity** – View a history of the transaction.
- **Invoice Attachment** – View supporting documents relating to the transaction.
- **Invoice Image** – View a copy of the invoice.
- **Email Invoice** – Request that we send a copy of the invoice to specific recipients.
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Mark the invoice(s) that you wish to pay with a checkbox. Then click the Pay button.

From the Payment Cart, select the Next button.

Carefully read the Electronic Check Terms and Conditions. If you agree to these terms, click the I Agree toggle switch with your mouse. This changes the toggle from No to Yes.

Select the Submit button.

A pop-up box asks you to confirm this payment. Select OK to continue.

Now complete the billing information and payment details page. The billing information is pre-populated with your billing details. Please update any missing or incorrect information. Fields marked with an asterisk are required.

In the Payment details section, enter your routing number, bank account number, and check number. From the Account Type pull-down menu, please indicate if the bank account is a standard checking, corporate checking, or savings account.

Once the page is complete, click the green Pay button.
EBill confirms if your payment was successful. Click the Ok button to close the window.