



Payment by eCheck

Berkeley
UNIVERSITY OF CALIFORNIA

Last Updated: June 24, 2019

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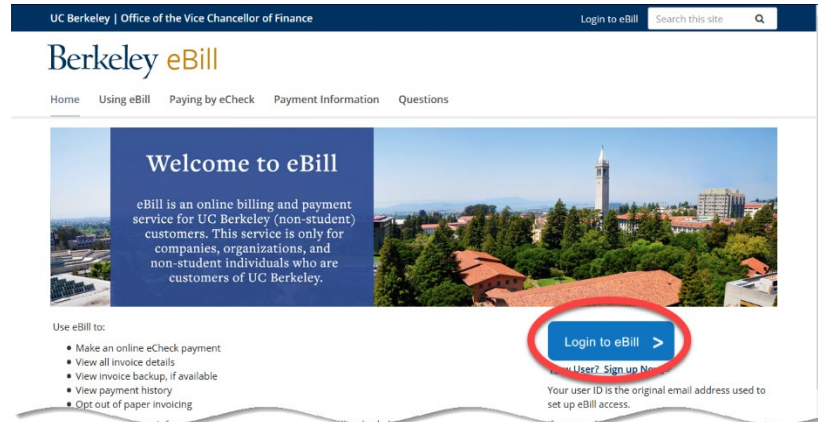
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EBill Users Guide – Payment by eCheck

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>. From there, select the button labeled **Login to eBill**.



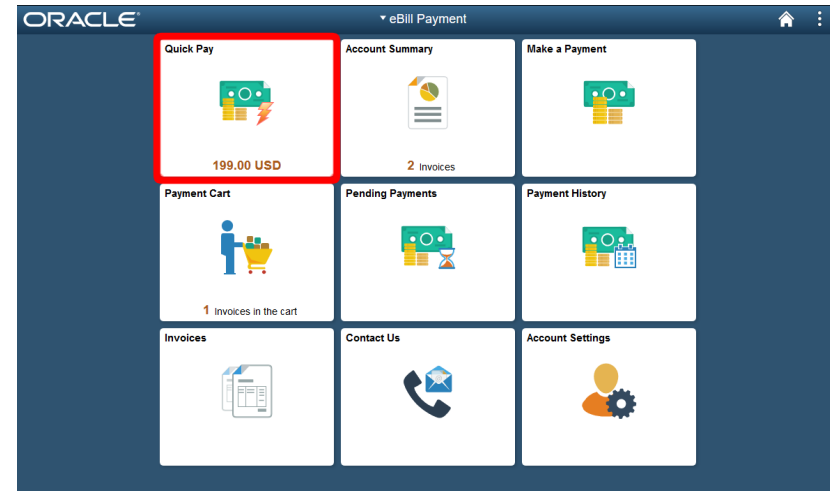
To sign on to eBill, enter your User ID (the contact email address provided at the time you requested access) and password. Then, click the **Sign On** button.

A screenshot of the Berkeley Financial System (BFS) login page. The page displays the Berkeley University of California logo and the text 'Berkeley Financial System (BFS)'. Below this, it says 'Customer Signon' and '(User ID/password are case sensitive)'. There are input fields for 'User ID:' (containing 'oskibear@berkeley.edu') and 'Password:'. A red circle highlights the 'Sign On' button. There is also a 'Change Password' button and a 'Password Rules' link.

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.

EBill Users Guide – Payment by eCheck

EBill Payment Quick Pay

Payment Amount: 200.00 USD

*Payment Date: 06/10/2019

*Payment Method: Electronic Check

Submit Payment

Electronic Check Terms and Conditions

By selecting "Yes, I agree" below you are indicating that you understand the terms of this transaction. When you pay your bill by electronic check, you authorize us to make a one-time electronic fund transfer debit from your checking account. Payments must be in US Dollars and drawn on a bank located in the US. If your check is returned due to insufficient funds, you understand that you may be assessed a fee up to the maximum allowed by your state law.

I Agree No Date: 06/10/2019 1:31PM

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

Are you sure you want to submit this payment?

OK **Cancel**

Now complete the billing information and payment details page. The billing information is pre-populated with 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.

Berkeley UNIVERSITY OF CALIFORNIA

Billing Information

* Required field

First Name * Osh

Last Name * Bear

Company Name

Address * 25527 Piedmont Ave

City * BERKELEY

Country * United States of America

State/Province * California

Zip/Postal Code * 94720

Phone Number * 510-555-1212

Email * obear@berkeley.edu

Payment Details

Routing Number * 121000000

Account Number * 9876543210

Check Number * 1212

Account Type * Checking

By clicking Pay, I agree to the [Electronic Check Terms & Conditions](#)

Pay

EBill confirms if your payment was successful. Click the **Ok** button to close the window.

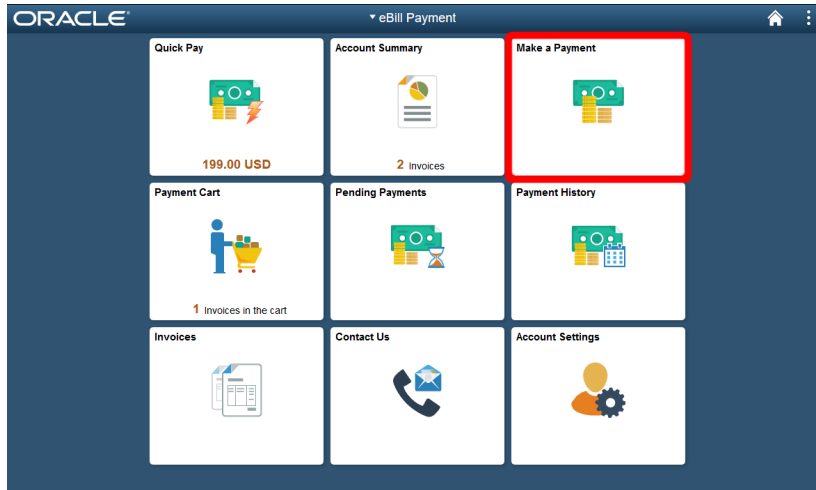
Result

Payment processed successfully
Transaction id: 5432109876543210987654
Thank you for your payment.

OK

EBill Users Guide – Payment by eCheck

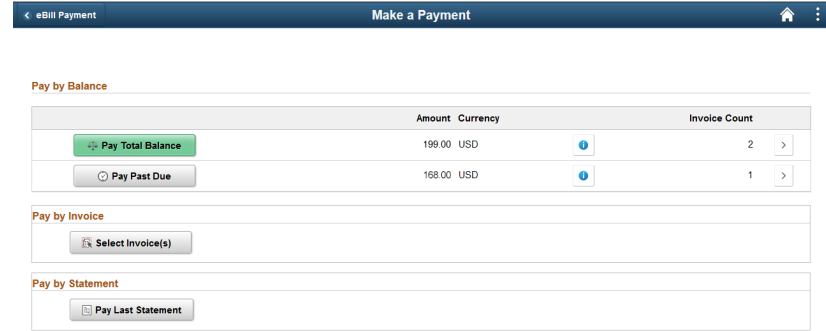
Make a Payment



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.

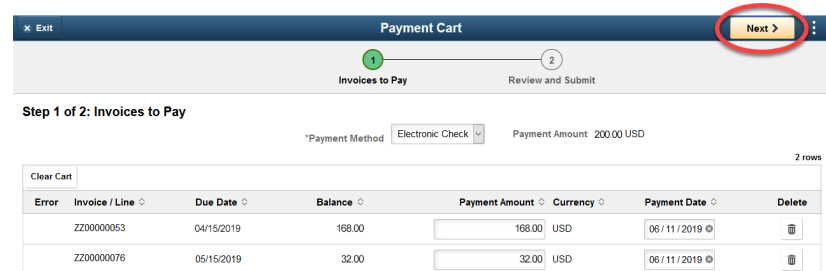
- **Pay Total Balance** - Pay all the invoices on your account.
- **Pay Past Due** – Pay just the invoices in arrears.
- **Select Invoices** - Pick the specific invoice(s) that you wish to pay today.
- **Pay Last Statement** - Currently not applicable



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.

EBill Users Guide – Payment by eCheck

Payment Cart

1 Invoices to Pay 2 Review and Submit

Step 2 of 2: Review and Submit

Payment Method: Electronic Check

Payment Amount	Currency	Payment Date
200.00	USD	06/12/2019

Electronic Check Terms and Conditions

By selecting "Yes, I agree" below you are indicating that you understand the terms of this transaction. When you pay your bill by electronic check, you authorize us to make a one-time electronic fund transfer debit from your checking account. Payments must be in US Dollars and drawn on a bank located in the US. If your check is returned due to insufficient funds, you understand that you may be assessed a fee up to the maximum allowed by your state law.

I Agree No Date: 06/12/2019 10:39AM

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

Are you sure you want to submit this payment?

OK **Cancel**

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.

Berkeley

Billing Information

First Name * Oski
Last Name * Bear
Company Name
Address * 252527 Piedmont Ave
City * BERKELEY
Country * United States of America
State/Province * California
Zip/Postal Code * 94720
Phone Number * 510-555-1212
Email * obear@berkeley.edu

Payment Details

Routing Number * 121000000
Account Number * 9876543210
Check Number * 1212
Account Type * Checking

By clicking Pay, I agree to the [Electronic Check Terms & Conditions](#)

Pay

EBill confirms if your payment was successful. Click the **Ok** button to close the window.

Result

Payment processed successfully
Transaction id: 5432109876543210987654
Thank you for your payment.

OK

EBill Users Guide – Payment by eCheck

Pay Past Due

If you wish to pay just the invoice(s) in arrears, select the **Pay Past Due** button.

The screenshot shows the 'Make a Payment' interface. Under the 'Pay by Balance' section, there is a table with two rows. The first row is for 'Pay Total Balance' with an amount of 199.00 USD and an invoice count of 2. The second row is for 'Pay Past Due' with an amount of 168.00 USD and an invoice count of 1. The 'Pay Past Due' button is circled in red. Below this, there are sections for 'Pay by Invoice' (with a 'Select Invoice(s)' button) and 'Pay by Statement' (with a 'Pay Last Statement' button).

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

The screenshot shows the 'Payment Cart' page. At the top, there is a navigation bar with 'Exit', 'Payment Cart', and 'Next >' (circled in red). Below the navigation bar, there is a progress indicator with '1' under 'Invoices to Pay' and '2' under 'Review and Submit'. The main content area is titled 'Step 1 of 2: Invoices to Pay'. It shows 'Payment Method' as 'Electronic Check' and 'Payment Amount' as '168.00 USD'. Below this is a table with one row of invoice details:

Invoice / Line	Due Date	Balance	Payment Amount	Currency	Payment Date	Delete
ZZ00000053	04/15/2019	168.00	168.00	USD	06/12/2019	[Delete]

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.

The screenshot shows the 'Payment Cart' page. At the top, there is a navigation bar with 'Exit', 'Payment Cart', and 'Submit' (circled in red). Below the navigation bar, there is a progress indicator with '1' under 'Invoices to Pay' and '2' under 'Review and Submit'. The main content area is titled 'Step 2 of 2: Review and Submit'. It shows 'Payment Method' as 'Electronic Check'. Below this is a section for 'Payment Totals' with a table showing 'Payment Amount' as '168.00 USD' and 'Payment Date' as '06/12/2019'. Below that is a section for 'Electronic Check Terms and Conditions' with a paragraph of text and an 'I Agree' toggle switch set to 'No' (circled in red). The date '06/12/2019 10:39AM' is also visible.

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

The screenshot shows a confirmation pop-up box with the text 'Are you sure you want to submit this payment?' and two buttons: 'OK' and 'Cancel'.

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.

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Billing Information

* Required field

First Name * Oxi
Last Name * Bear
Company Name
Address * 252527 Piedmont Ave
City * BERKELEY
Country * United States of America
State/Province * California
Zip/Postal Code * 94720
Phone Number * 510-555-1212
Email * obear@berkeley.edu

Payment Details

Routing Number * 121000000
Account Number * 9876543210
Check Number * 1212
Account Type * Checking

By clicking Pay, I agree to the [Electronic Check Terms & Conditions](#)

Pay

EBill confirms if your payment was successful. Click the **Ok** button to close the window.

Result

Payment processed successfully
Transaction id: 5432109876543210987654
Thank you for your payment.

OK

Select Invoice(s)

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

eBill Payment **Make a Payment**

Pay by Balance

	Amount	Currency	Invoice Count
<input checked="" type="radio"/> Pay Total Balance	200.00	USD	2
<input type="radio"/> Pay Past Due	199.00	USD	1

Pay by Invoice

Select Invoice(s)

Pay by Statement

Pay Last Statement

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.

Invoice Balances

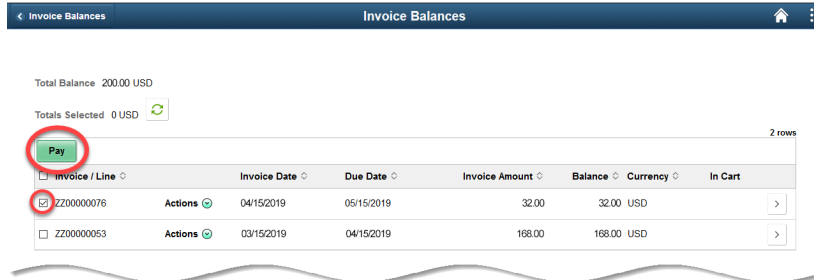
Total Balance 200.00 USD
Totals Selected 0 USD

Invoice / Line	Due Date	Invoice Amount	Balance	Currency	In Cart
<input type="checkbox"/> 2200000076	05/15/2019	32.00	32.00	USD	>
<input type="checkbox"/> 2200000053	03/15/2019	168.00	168.00	USD	>

Actions menu options: Invoice Details, Message Center, Invoice Activity, Invoice Attachment, Invoice Image, Email Invoice.

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Mark the invoice(s) that you wish to pay with a checkbox. Then click the **Pay** button.



Invoice Balances

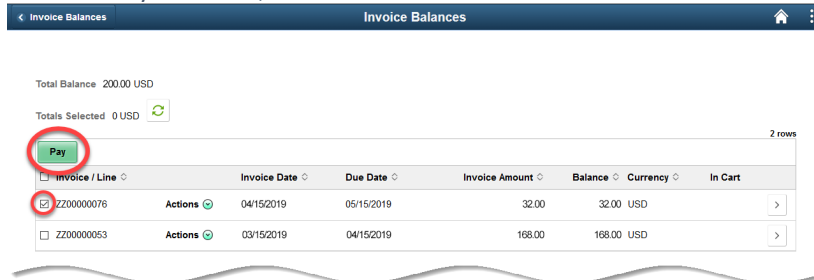
Total Balance 200.00 USD

Totals Selected 0 USD

Pay

Invoice / Line	Invoice Date	Due Date	Invoice Amount	Balance	Currency	In Cart
<input checked="" type="checkbox"/> ZZ00000076	04/15/2019	05/15/2019	32.00	32.00	USD	>
<input type="checkbox"/> ZZ00000053	03/15/2019	04/15/2019	168.00	168.00	USD	>

From the Payment Cart, select the **Next** button.



Invoice Balances

Total Balance 200.00 USD

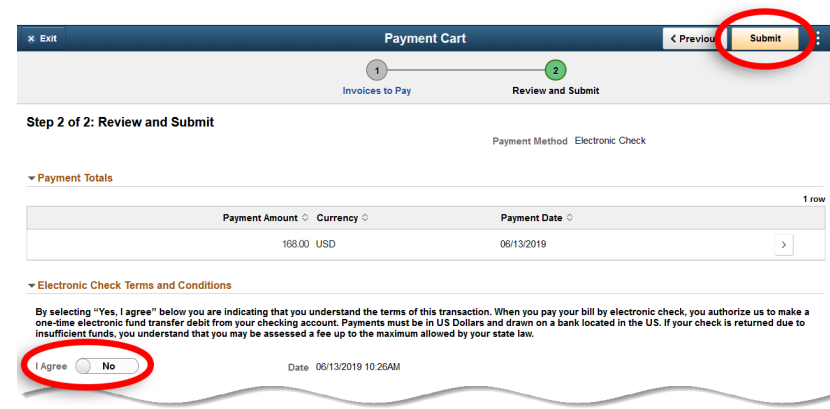
Totals Selected 0 USD

Pay

Invoice / Line	Invoice Date	Due Date	Invoice Amount	Balance	Currency	In Cart
<input checked="" type="checkbox"/> ZZ00000076	04/15/2019	05/15/2019	32.00	32.00	USD	>
<input type="checkbox"/> ZZ00000053	03/15/2019	04/15/2019	168.00	168.00	USD	>

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.



Payment Cart

Step 2 of 2: Review and Submit

Payment Method Electronic Check

Payment Totals

Payment Amount	Currency	Payment Date
168.00	USD	06/13/2019

Electronic Check Terms and Conditions

By selecting "Yes, I agree" below you are indicating that you understand the terms of this transaction. When you pay your bill by electronic check, you authorize us to make a one-time electronic fund transfer debit from your checking account. Payments must be in US Dollars and drawn on a bank located in the US. If your check is returned due to insufficient funds, you understand that you may be assessed a fee up to the maximum allowed by your state law.

I Agree No Yes Date 06/13/2019 10:26AM

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

Are you sure you want to submit this payment?

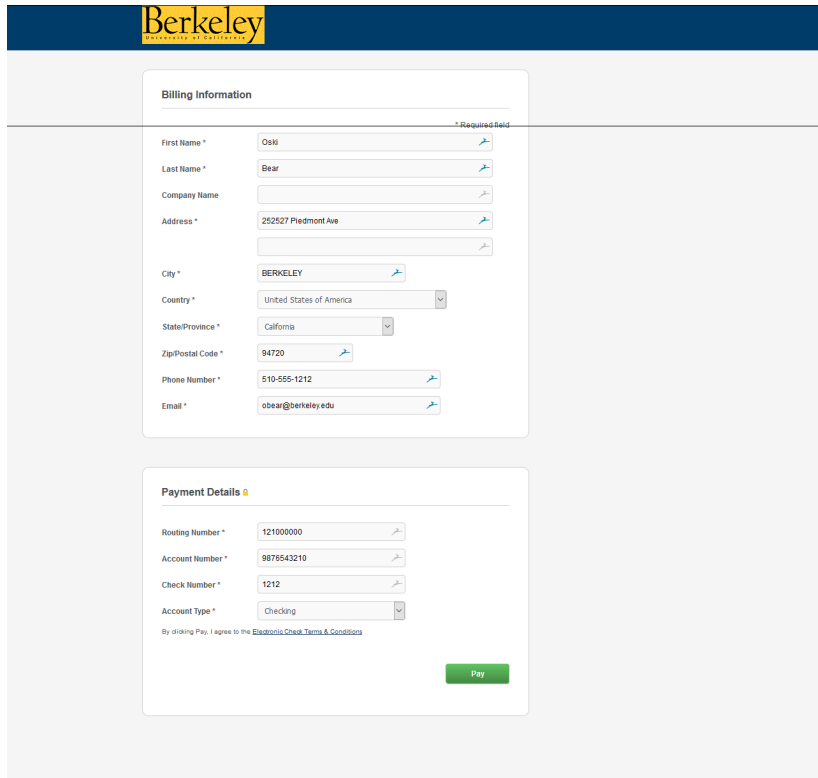
OK **Cancel**

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.


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Billing Information


* Required field


First Name * 


Last Name * 


Company Name 


Address * 





City * 

Country * 


State/Province * 


Zip/Postal Code * 


Phone Number * 


Email * 

Payment Details

Routing Number * 

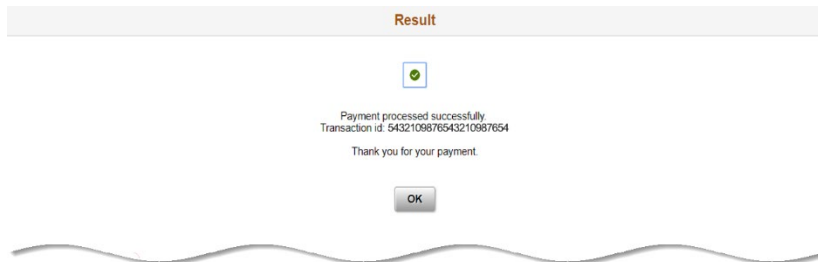
Account Number * 

Check Number * 


Account Type * 

By clicking Pay, I agree to the [Electronic Check Terms & Conditions](#)

EBill confirms if your payment was successful. Click the **Ok** button to close the window.



Result



Payment processed successfully
Transaction id: 5432109876543210987654
Thank you for your payment.