

E-Bill

- All billing statements are electronic. When the E-Bill is available to view, notifications are sent to students' BU e-mail address and to any Authorized Payers that students have created.
- **Students:** log into **my.butler.edu** and navigate to the *Student Center*. Under the FINANCE heading, click on *View Bills* and the link will go to Butler's E-Bill & E-Pay System. (Screen shots are below.)
- **Authorized Payers:** Go to <https://commerce.cashnet.com/butler> and log in with User Name and Password. (Students must create an account for you.)

The screenshot shows the 'Overview' page for a student at Butler University. The header includes a hamburger menu, the title 'Overview', and a notification bell. Below the header, there is a profile section with a circular logo containing 'Mc', the student's name (redacted), and 'Butler University'. To the right, the 'Balance' is listed as '\$1'. A 'Summary' section follows, with a red arrow pointing to a 'View statements' link. The summary table shows a 'Student Account Balance' of '\$1.00' and a 'Balance' of '\$1.00'. Below the table, a note states: '*Credit balances (-) are displayed as zero. Payments will not automatically update your account balance.' A small table shows 'Account Balance*' as '\$1' and 'Anticipated Aid' as '\$0'. At the bottom right, there is a 'Make a payment' button.

Item	Amount
Student Account Balance	\$1.00
Balance	\$1.00

Account Balance*	\$1
Anticipated Aid:	\$0

The screenshot shows the 'Statements' page. The header includes a hamburger menu and the title 'Statements'. Below the header, there is a link for 'RECENT ACCOUNT HISTORY (updated each business day)'. A table lists the account history with columns for 'Date', 'Description', and 'View'. A red arrow points to the 'View' link for the entry dated 8/21/09, which is a 'Billing statement'.

Date	Description	View
8/21/09	Billing statement	