

The ENDICOTT COLLEGE **E-BILL** . . . the secure, online way to view your statement

What is E-Bill?

E-Bill is an online presentation of your Endicott College student tuition statement that uses a web-based format to provide secure access to the student tuition bill. **E-Bill** is the official means of generating student account statements to all Endicott College students. It replaces the printed billing method; paper bills will no longer be printed for enrolled students.

What are the key improvements over paper bills?

Faster Turnaround: Within minutes after a change has been made to your account (a new charge or additional financial aid), it is available to view online, giving you additional time to make payments because mailing and waiting time is eliminated.

Easy Access: The access feature allows the student to give parents and family members access to the student tuition statement.

Greater Efficiency: **E-Bills** replace costly postage, printing, and personnel services. Access from anywhere with an internet connection will be available 24/7, along with the ability to print the **E-Bill**.

How do I view my own E-Bill?

(once you have received your login from the Information Technology Department)

Students:

- Go to the Endicott College website: www.endicott.edu
- On the top navigation bar, hover your mouse over {EC | Connect} and click COAST in the “Endicott Systems” section
- Select the “For Students” button
- Login to your COAST account
- Set the “Options” to the semester and year of the invoice (not necessarily the current semester and year), for example, UNDG, FA 2011
- Click on “Student Accounts” then “Student Statement” from the left sidebar

How does a parent access the E-Bill?

- Go to the Endicott College website: www.endicott.edu
 - On the top navigation bar, hover your mouse over {EC | Connect} and click “Parent Portal” in the “Endicott Systems” section.
 - Login to your Parent Portal account *
 - Set the “Options” to the semester and year of the invoice (not necessarily the current semester and year), for example, UNDG, FA 2011
 - Click on “Student Accounts” then “Student Statement” from the left sidebar
- * To login to the Parent Portal, you must have a username (a 6-digit number) and password that was issued by the Information Technology Department. If you have not received a letter or email with your Parent Portal Access codes, email parsupport@endicott.edu with student ID, student name, your full name, and both your email and mail addresses to request access. If you do not have an email address registered at Endicott College (i.e., you do not receive any emails from the college), make sure that your son or daughter adds/updates your email in COAST by clicking on “Biographical,” then “Parent Info.”

Please note that the student is responsible for checking the latest **E-Bill** and ensuring that it is paid on or before the due date. Students whose parents or guardians do not have access to e-mail are responsible for printing a copy of the bill and providing it to their parents or guardians. Periodic reminders to check your statement will be emailed, but it is important to remember that this information is available 24 hours a day, and it is the student’s responsibility to view the current bill and adhere to payment due dates.