Viewing e-Bill by administrative users

Navigation: Main Menu > Student Financials > KU View Ebill

To view or print an Ebill for a student, enter the appropriate seven-digit "ID" number and click the **Search** button. You must have this information in order to use this page; there is no option to search by “Name”, “Campus ID”, or National ID.
View the “Invoice Date” of the desired bill; the most recent will always be on top.

Click the Print or View Bill link next to the date to access the bill.

This is the exact bill that the student may have printed on-line, or received in the mail (no valid email address). The Ebill has highly sensitive information on it. You must follow FERPA regulations when viewing and releasing this information.
At this point, you may choose to print the bill by clicking on the printer icon, or just review it on line.
To exit this bill, click on the x in the upper right corner because this bill is a pop-up. The list of bills for the student should still exist on the panel, and if you want to view another bill of the same student, click on the link for the date desired.

To view more student’s bills, click on the “KU View Ebill in the Bread Crumbs. Enter the customer’s ID number in the Search screen and click on Search or press the Enter key.