WISCONSIN
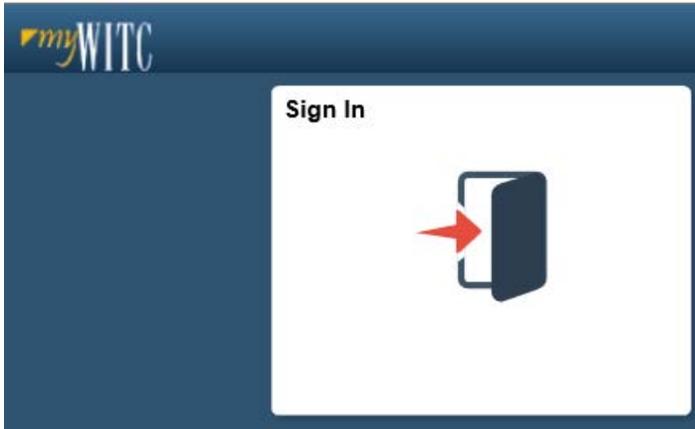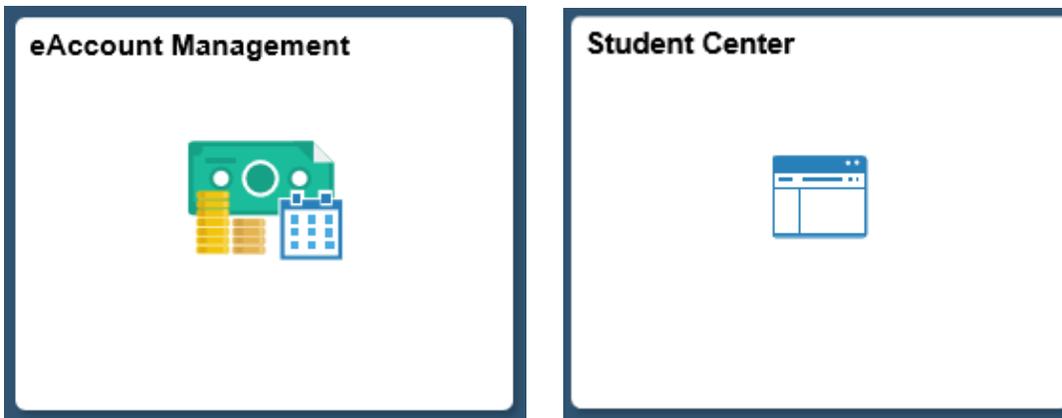INDIANHEAD
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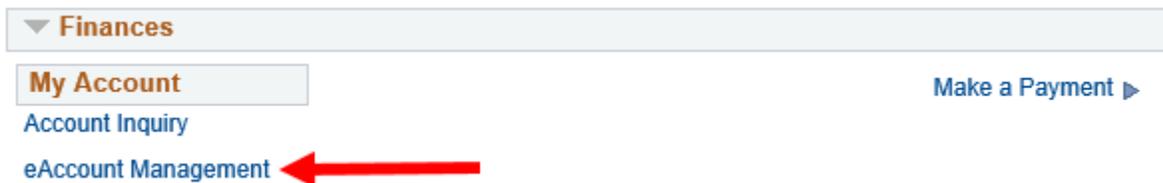WITC

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How to View your eBill Information

1. Sign In to **MyWITC** at www.witc.edu/mywitc using your **Student ID** and **Password**

2. The **Student Homepage** will display, click on the **eAccount Management** tile or the **Student Center** tile and in the **Finances** section, click on **eAccount Management**.


3. Student Center **Finances** section, **eAccount Management** link:

==You will be redirected to WITC's eAccount Management secure website (make sure the pop-up blocker is turned off on your computers internet settings)==

4. Log into **WITC eAccount Management** (use your same **Student ID** and **Password** as **MyWITC**)

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# How to View your eBill Information
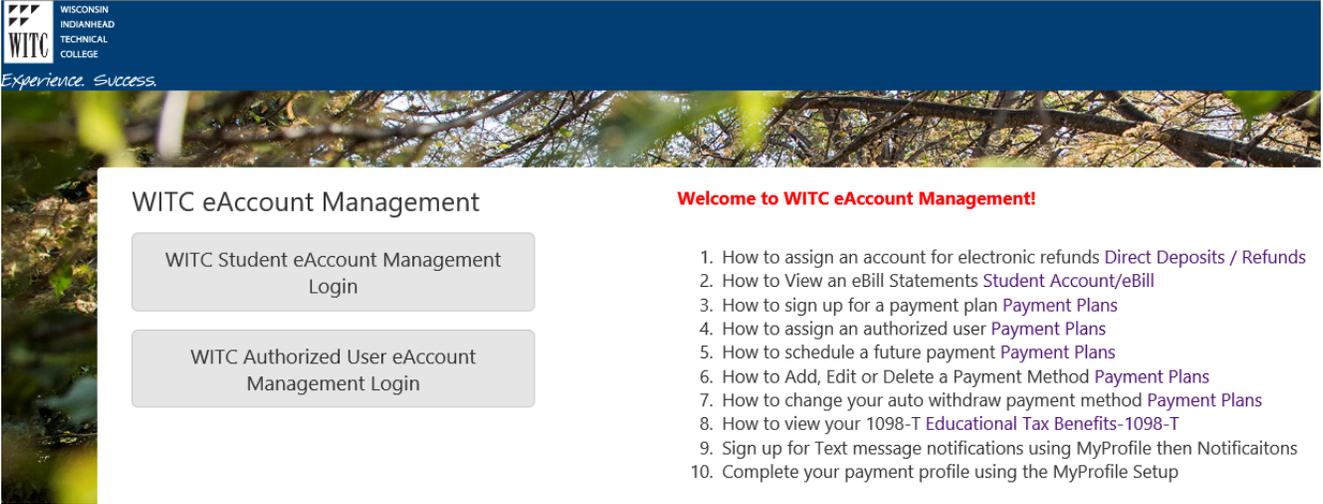
WITC eAccount Management

WITC Student eAccount Management Login

WITC Authorized User eAccount Management Login

Welcome to WITC eAccount Management!

1. How to assign an account for electronic refunds Direct Deposits / Refunds
2. How to View an eBill Statements Student Account/eBill
3. How to sign up for a payment plan Payment Plans
4. How to assign an authorized user Payment Plans
5. How to schedule a future payment Payment Plans
6. How to Add, Edit or Delete a Payment Method Payment Plans
7. How to change your auto withdraw payment method Payment Plans
8. How to view your 1098-T Educational Tax Benefits-1098-T
9. Sign up for Text message notifications using MyProfile then Notificaitons
10. Complete your payment profile using the MyProfile Setup

5. Once logged in you will see options on the Home page to manage all of your WITC eAccount information. Click on **View** in the **Statements** section.
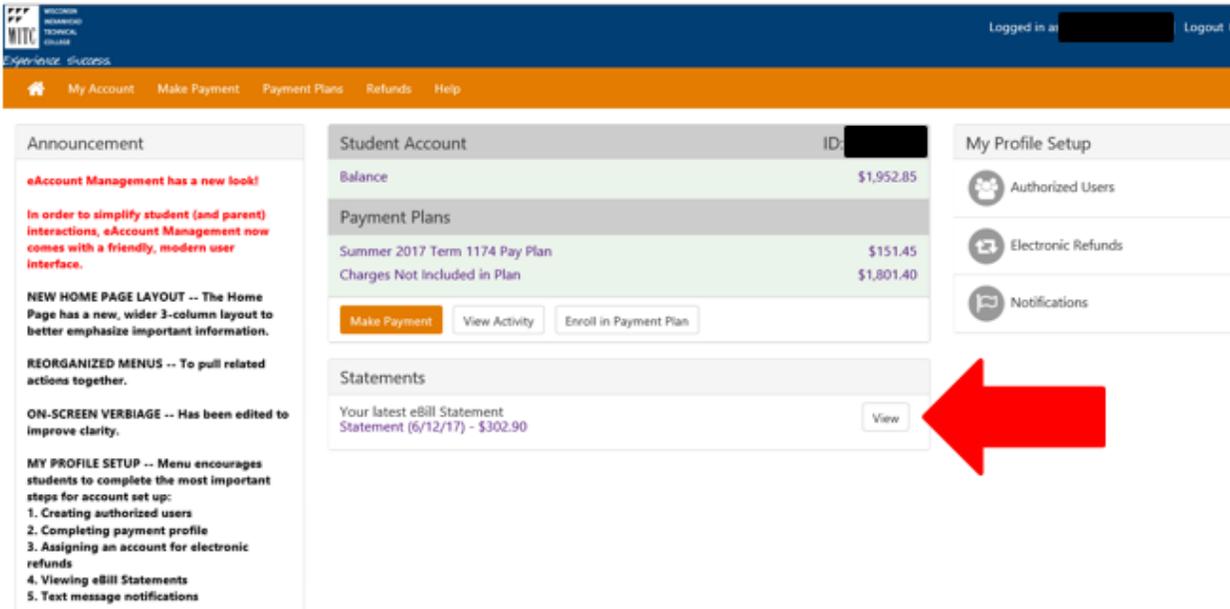
Announcement

eAccount Management has a new look!

In order to simplify student (and parent) interactions, eAccount Management now comes with a friendly, modern user interface.

NEW HOME PAGE LAYOUT -- The Home Page has a new, wider 3-column layout to better emphasize important information.

REORGANIZED MENUS -- To pull related actions together.

ON-SCREEN VERBIAGE -- Has been edited to improve clarity.

MY PROFILE SETUP -- Menu encourages students to complete the most important steps for account set up:
1. Creating authorized users
2. Completing payment profile
3. Assigning an account for electronic refunds
4. Viewing eBill Statements
5. Text message notifications

Student Account   ID:

Balance	$1,952.85

Payment Plans

Summer 2017 Term 1174 Pay Plan	$151.45
Charges Not Included in Plan	$1,801.40

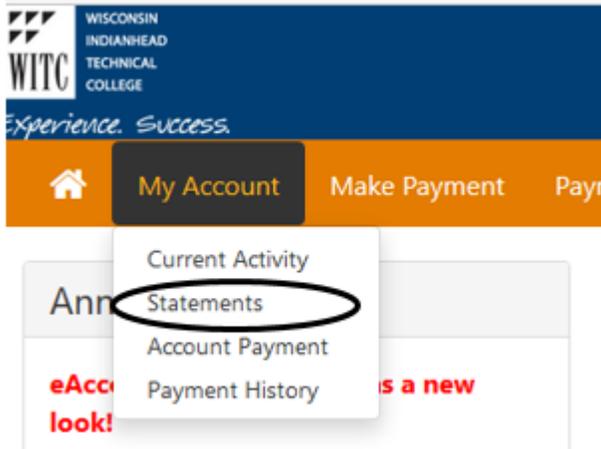Make Payment   View Activity   Enroll in Payment Plan

Statements

Your latest eBill Statement
Statement (6/12/17) - $302.90   View

My Profile Setup

Authorized Users

Electronic Refunds

Notifications

- Another optional navigation to view your eBill Statement is to click **My Account** and select **Statements**

6. Under **Most Recent Billing Statement**, click on **View** to view the most current statement. ==Make sure your pop-up blocker is disabled==.

Statements

Please make sure your browser's pop-up blocker is disabled before you view a statement.

Select the statement to view: 06/12/2017 ▾ View

Most Recent Billing Statement

Current balance includes activity since your last statement, including recent payments and new charges.

Account Description	Statement Date	Statement Amount	Current Balance	Action
Student Account Statement	6/12/17	$302.90	$1,952.85	View | Pay

Account Activity Since Last Statement

Click a column header to sort the entries.

Description	Code	Date	Amount ($)
▸ Self Service eCheck Payment	608000000001	6/22/17	-$151.45
		Total:	-$151.45

View All Activity

7. If the most current statement is not the one you would like to view, select the statement you would like to view from the drop-down and click on **View**. ==Make sure your pop-up blocker is disabled==.

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How to View your eBill Information

Statements

Please make sure your browser's pop-up blocker is disabled before you view a statement.

Select the statement to view:

| 06/12/2017 | View |
| 05/16/2017 |
| 02/14/2017 |
| 01/24/2017 |
| 12/31/2016 |
| 12/20/2016 |
| 08/30/2016 |
| 08/02/2016 |
| 07/21/2015 |
| 06/16/2015 |
| 12/16/2014 |

Most Recent Billing S

Current balance includes activi   statement, including recent payments and n

Account Description		Statement Date
Student Account Statement		6/12/17

Account Activity Sinc   ement

Click a column header to sort the entries.

8. The student billing statement for the date selected will open up in another window