

# ELECTRONIC BILLING STATEMENTS For Student Accounts

Beginning with the Spring 2006 term, the UNO Cashiering/Student Accounts Office will issue billing statements in electronic format. E-bills will replace printed and mailed student account billings. This will prevent student account information from being lost or delayed in the mail.

When an E-bill is generated, a notice will be sent to you on your Lotus Notes student e-mail account. The e-mail will include some helpful information regarding the bills in general, and a link to the E-BRUNO login page. **No private information will be included in the e-mail.**

To view a bill, login to E-BRUNO and select the appropriate term as usual. Access to viewing the E-bill will be under the “Student Accounts” menu in the right-hand column of the main menu page of E-BRUNO.

The “[Billing Account Maintenance](#)” menu option will allow you to select to “opt-out” of E-bills and receive a mailed paper bill. However, mailed paper billings are not recommended.


The “[View Billing Statements](#)” menu option will allow you to view the billing statements generated for that term. Clicking on this

option will take you to a listing of each e-billing that has been generated for that term listed by the date of the billing and its corresponding payment due date. Click on the billing that you wish to view. If you are on E-bill and have a zero balance, a bill will still be generated and placed on E-BRUNO showing your zero balance and any transactions that may have occurred since the prior billing, however you will not receive an e-mail notifying you that the bill has been generated. Zero-balance bills will **not** be mailed to those who have opted-out of E-bills.

The “[View Current Account Status](#)” will still take you to a “live” view of your current account. If you know of a recent posting of financial aid, or have made class changes since the last billing, click on this link to see if these transactions have posted.

E-bills will look very similar to the billing statements that the University has used in the past. However, there will be a few helpful links embedded in the statement. These will include a link to the Student Accounts website for viewing policies and other helpful information; a link to our secure pay-by-credit card site; and a link to a remittance form that may be printed and brought in, or mailed with your payment. Please use this form when remitting payment, do not send in a printout of your billing.

## E-bills Statement Sample:

		University of Nebraska at Omaha Eggleay Admin 109 6001 Dodge Street, Omaha, NE 68182-0292 (402) 554-2324 <a href="http://cashiering.unomaha.edu">http://cashiering.unomaha.edu</a>		Bill No. 0001070 Term 20061	
Account No.	Bill Date	Due Date	Minimum Amt. Due	Bill Type	
***-1234	01-13-2006	01-31-2006	\$ 781.10	E-Bill	
A late payment fee will be assessed to your account if payment is not received by the due date. A maximum of four late payment fees may be assessed during the term.					
<a href="#">Pay via Credit Card</a> <a href="#">Print Remittance Form</a>					
Statement of Account for: XXXXXXXX XXXXXXXXXX Due to the Family Educational Rights and Privacy Act of 1974 (FERPA), we can not knowingly release information regarding your account to any outside party. If you wish us to discuss your account with someone other than you, please download our Information Release Form and return the completed form to our office.					
Date	Ref	Description	Charge	Credit	
04-16-2005	16010	PREVIOUS BALANCE	0.00		
04-16-2005	16040	TUITION(RUOC-A)	413.25		
04-16-2005	16040	TUITION(RUOC-D)	413.25		
04-16-2005	18810	TUITION(RUFC-X)	413.25		
04-16-2005	20065	ART EDUCATION LAB	10.00		
04-16-2005	28260	UPF FEE - FLAT	55.00		
04-16-2005	28265	UPF FEE - PER CREDIT HOUR	85.95		
04-16-2005	28520	NEW STUDENT FEE	55.00		
04-16-2005	28610	ENROLLMENT SERVICES FEE	22.50		
04-16-2005	28821	TECHNOLOGY FEE - A	24.00		
04-16-2005	28824	TECHNOLOGY FEE - D	24.00		
04-16-2005	28844	TECHNOLOGY FEE - X	24.00		
04-16-2005	28880	LIBRARY FEE	18.00		
04-16-2005	28900	PHOTO ID FEE	4.00		
Retain this portion for your records. Account Balance				\$ 1562.20	
This statement was generated based on your class schedule at the statement date. Any course changes since that date are not reflected here. You must pay at least the minimum balance by the due date to avoid late payment fee assessment. DO NOT WAIT FOR AN ADJUSTED STATEMENT.					
It is the student's responsibility to adhere to all UNO tuition and fee payment policies and due dates. This information is printed at Cashiering/Student Accounts Web.					

[E-Billing Menu](#)

If you have classes in more than one session, or of more than one class-type, there may be separate tuition lines for these classes. Financial aid posted to the account will be listed with a corresponding amount in the credit column, as will any payments that have been made to date. The minimum amount due listed at the top of the statement and on the remittance form may be different than the total amount due if it is the first billing of the term, or if there is a partial balance extension in anticipation of the receipt of financial aid.

## E- BILLS FAQ

### **When will I stop receiving paper bills and start receiving E-bills?**

E-bills will start with the first bills of the Spring 2006 semester. The first bill will be generated January 13, 2006

### **How will I receive my billing or know when it is available?**

When your bill is generated, you will be sent an e-mail on your Lotus Notes student e-mail account notifying you that you have a bill available in E-BRUNO.

### **Will my personal information be secure with E-bills?**

Security of information will be enhanced by E-bills. **E-mail notification** of the generation and availability of an E-bill will **ONLY BE SENT TO YOUR LOTUS NOTES STUDENT E-MAIL ACCOUNT.** That e-mail will not include any sensitive information; it will contain a link to E-BRUNO to access your bill. You will then need to sign in to E-BRUNO in the normal fashion using your student ID and your E-BRUNO PIN.

### **Will E-bills change how I pay my bill?**

No. You may still pay online by credit card; or by credit card, cash or check at the Cashiering/Student Accounts office; or by credit card or check through the mail.

### **When will my payment be due?**

The billing and payment due dates will remain on the same schedule that they have been in the past. The due date will always be

printed on your bill. It is also available on our website at

<http://cashiering.unomaha.edu/billing.php>

### **What if I need a paper copy of my bill?**

You will be able to print a copy of the bill and/or remittance form from your computer.

### **What if I need to see, or print, a prior E-bill?**

E-bills will now allow this convenience. Login to E-BRUNO and select the term you wish to see. The [View Billing Statements](#) option will include all e-bills for that term.

### **How do I benefit from E-bills?**

There are several benefits to changing from paper bills to E-bills:

- No mail time delay to receive your bill;
- No bills lost in the mail;
- No sensitive data mailed;
- Print additional copies anytime you need to from E-BRUNO;
- E-bills help the University to hold the line on costs;
- E-bills help save the environment with reduced paper usage and paper waste.

### **What if I want to continue receiving paper bills through the mail?**

There will be a link on E-BRUNO to allow you to “opt out” of E-bills. This option is not recommended unless you absolutely have to have paper bills mailed to you. E-bills provides better timeliness of your bills with no chance of bills being lost or intercepted in the mail.

UNIVERSITY OF  
**Nebraska**  
Omaha



# E-BILLS