

# How do I give someone access to View or Pay my Bills?

1. From the student e-services, on the left hand side, **Click on Bills and Payments**

**BEMIDJI STATE UNIVERSITY**

**Student e-services**

- Dashboard
- Home
- Account Management
- Courses & Registration
- Grades and Transcripts
- Financial Aid
- Bills and Payments -**
- Student Employment
- Contact Us
- Campus
- BSU Bookstore Booklist
- Return to MyBSU Portal
- Faculty/Staff Directory
- Class Schedule
- Registration Help

**My Dashboard** BSU ID 00352328 | [My Profile](#) | [Logout](#)

Welcome to Minnesota State Colleges & Universities eServices.  
We are working to better serve you. [Tell us what you think.](#)

**Holds that may Impact Registration**

School	Type of hold	Registration Impact
Bemidji St	Academic Suspension	Will impact registration. Contact Records and Registration for more information.
Bemidji St	Unpaid Balance Hold	Will impact registration. Contact Records and Registration for more information.
Bemidji St	Academic Alert	Does not impact registration.
Bemidji St	Academic Probation	Does not impact registration.
Bemidji St	FA SAP Suspension	Does not impact registration.
Bemidji St	Refund/Repayment	Does not impact registration.

**Action Items**

[You have an unpaid balance of \\$2763.00.](#)

**Class Schedule**

▼ Current Term: Spring 2012

School	Class	Days	Time	Bldg/Room
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► Next Term: Summer 2012

**Financial Aid - Academic Year 2012**

School	Status
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**My MnSCU School Summary**

**Bemidji State University**

2. Click on Give Someone Access to Pay My Bill

**Bills and Payment**

**Account Balance By Institution**

[View Account Detail](#)

**Total Account Balance For All Institutions: \$ 2,763.00**

Institution	Balance
- Bemidji State University	\$ 2,763.00
\$300 or 15% of fees/tuition is due 5 days prior to the beginning of the semester. Int'l insurance and \$500 of the dorm is due by the first day of the semester to avoid cancellation of your classes or continue living in the dorm.	
+ Fond du Lac Tribal and Community College	\$ 0.00
+ Itasca Community College	\$ 0.00
+ Lake Superior College	\$ 0.00

[Make a Payment](#) [Make a Prepayment](#) [Give Someone Access to Pay My Bill](#)

3. On the Accept Terms and conditions page, click in the radial button which states, I accept these Terms and Conditions

4. Click on the Continue button

884 ID 00352328 | My Profile | L

### Accept Terms and Conditions

Minnesota State Colleges and Universities Terms and Conditions

As of 12/22/2011

- Purpose / Scope:** These Terms and Conditions apply to all information contained, collected, submitted, or transmitted on the MnSCU eServices website (the "Site"). MnSCU reserves the right to modify this policy at any time without prior notice, and such changes will be posted on this page or a similar page on the Site.
- By using this optional feature, you will be providing identified individual(s) ("Alternate Payers") access to your Bills and Payment account for the purpose of making payment(s) on your behalf. If you decide to use this service, the following information about you will be accessible to the alternate payers you identify: itemized charges and fees, outstanding balance, payment history and enrollment information. Do not use this system if you do not want this information to be available to alternate payers. If you name more than one alternate payer, you should understand that each of them will have access to the listed information about you.
- Students will not have access to personal financial information about payers but will have access to information about payments made on their accounts.
- You assume all responsibility for any potential financial aid and/or tax implications of someone making a payment on your behalf using the Site. Consider carefully who you identify as an alternate payer; it is recommended that you name

I accept these Terms and Conditions

I do not accept these Terms and Conditions (Selecting this option will terminate access for anyone else to view and pay your bills.)

[Continue](#) [Cancel](#)

5. Click in the **First Name** box and **type** the First Name of the Payer
6. Click in the **Last Name** box and **type** the Last Name of the Payer
7. Click in the **Email Address** box and **type** the Email Address of the Payer

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### Allow someone else access to view and pay my bills

You are responsible for your bill even if you give someone else access to your account. Access should be limited to family members and is valid for six months.

**Add a payer**

First Name: [ ] Last Name: [ ] Email Address: [ ]

[ Send or Renew Access Request ] [ Edit ] [ Delete ] [ Save ] [ Cancel ]

[View terms and conditions](#)

8. **Retype** the the **Email Address** of the Payer to confirm the address
9. **Click** on the **Send or Renew Access Request**

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### Allow someone else access to view and pay my bills

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**Add a payer**

Guilette Douvier guilette.douvier@so.mnscu.edu

guilette.douvier@so.mnscu.edu

[ Send or Renew Access Request ] [ Edit ] [ Delete ] [ Save ] [ Cancel ]

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The payer has been entered as a proxy. The payer must activate the access within 5 days (any current access will be suspended until they reactivate). Their access will be active for 6 months.

The student can continue to add payers by repeating steps 5 through 9.

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### Allow someone else access to view and pay my bills

You are responsible for your bill even if you give someone else access to your account. Access should be limited to family members and is valid for six months.

✓ Access to your account has been sent to [guilette.douvier@so.mnscu.edu](mailto:guilette.douvier@so.mnscu.edu). They must activate access within 5 days (any current access will be suspended until they reactivate). Their access will be active for 6 months.

**Add a payer**

First Name:  Last Name:  Email Address:

**Bill payers**

<input type="checkbox"/>	Guilette Douvier	<a href="mailto:guilette.douvier@so.mnscu.edu">guilette.douvier@so.mnscu.edu</a>	Must activate access before 3/28/2012 2:04 PM
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[Send or Renew Access Request](#) [Edit](#) [Delete](#) [Save](#) [Cancel](#)

[View terms and conditions](#)