

eBill Information

Students will receive email notification when their eBill is ready to view.

Not clearing your fees by the due date will result in a \$150.00 late fee.

- If the amount due on your bill is \$0 or in (), you do not need to do anything. () means you have a credit. Your fees are considered “cleared”.
- Students not using financial aid to clear their fees must pay their invoice by the due date. You can pay in full or set up a 3-payment plan through Tuition Management Systems (TMS) at www.afford.com.
- If you are planning to use financial aid and it doesn't show on your eBill, you **MUST** list it in order to avoid the late fee. Follow these steps:
 1. Go to MyMiami
 2. Bursar eBill
 3. View my eBill/or Add Authorized Viewer
In the “Your Bills” section - Click view for the bill with the most recent date
(make note of amount due – you will need this for step 7)
 4. eBill opens
 5. Scroll to bottom
 6. Click on register additional payments (link in blue). You'll need to sign in again.
 7. Window opens up – put in invoice amount here
 8. Click on drop down box
 9. Select how you are paying for school (must be a legitimate source) – such as Pell Grant, subsidized/unsubsidized loan
 10. Enter amount – that's the amount of aid you will be getting
 11. Comment box – you can enter any necessary comments here
 12. Click submit. Once you've submitted your information, you cannot make changes.
 13. You will see a message that indicates that you have successfully submitted your information

***Note: If you are less than full-time when the eBill is issued and add hours after that date, you must clear the additional fees by the first day of school.**