

## **PrinBill Guide for Employees 2010-2011**

PrinBill is Principia's online billing and bill payment service. Principia bills are viewable online, and payments can be made using secure online access electronically from your U.S. checking or savings account or by credit card (MasterCard, Discover, or American Express).

This Guide highlights the most important aspects of the PrinBill service and can be found at [www.PrinBill.com](http://www.PrinBill.com).

### PrinBill Guide Sections:

- Authorized User Login Access
- Employee Login through Self Service Banner (SSB)
- Monthly Billing Statements (eBill)
- Payment Methods
- Changing Email Addresses, Passwords or Banking Information
- Billing Services Support Contact Information

### **Authorized User Login Access**

You can log in through an authorized user access, using either your Principia or a personal email address. Please contact Billing Services (see contact information on last page) to request authorized user access. Most employees prefer to use the Authorized User login, but you can also log in through Self-Service Banner (SSB). (See section below.)

If you have a spouse working at Principia or children enrolled at Principia School or College, you can access all family accounts with one login if you are an authorized user on the account. Please remember to protect this login as it provides access to any stored account numbers. To access multiple family accounts without the need to log out and log back into PrinBill, choose "Select Student" tab at the top of the home page.

### **Employee Login through Self Service Banner (SSB)**

All PrinBill accounts have a personal, secure login. Employees can login to PrinBill using their Self Service Banner (SSB) ID and password. Please remember to protect this login as it provides access to stored account numbers.

## Monthly Billing Statements (eBill)

Billing statements are available online at PrinBill.com by selecting the eBill tab at the top of the home page. The current billing statement as well as prior bills are available.

## Payment Methods

Available payment methods include electronic bank withdrawals, credit card payments, or checks. The following credit cards are accepted: MasterCard, American Express, and Discover (Visa is not accepted by the PrinBill system due to Visa restrictions). Credit card payments incur a convenience fee of 2.75% (\$3.00 minimum per transaction). There are no fees for paying by electronic bank withdrawal.

Check payments should include the student or employee name and Principia ID number and be mailed to the following address:

The Principia - Attn: Cashier  
13201 Clayton Road  
St. Louis, MO 63131-1002

## Changing Email Addresses, Passwords or Banking Information

- To change your email address or your password, please go to the My Profile tab on the home page. Select "Personal Profile" and make changes.
- To change your saved bank account information, please go to the My Profile tab on the home page. Select "Payment Profile" and add new bank information with a new "nickname." After completing the new bank information, you may choose to delete your former information by clicking on the X next to it.

## Principia Billing Services Support Contacts

<u>Contact Person</u>	<u>Phone</u>	<u>Toll-Free Phone</u>	<u>E-mail</u>
Milly Mensing	314.275.3554	800.218.7746, ext. 3554	<a href="mailto:Milly.Mensing@Principia.edu">Milly.Mensing@Principia.edu</a>
Cheryl Carbonell	314.514.3122	800.218.7746, ext. 3122	<a href="mailto:Cheryl.Carbonell@Principia.edu">Cheryl.Carbonell@Principia.edu</a>