Starting June 1st, new students will be able to access their online fees and set up their account. Follow the steps below to check your eBill, establish authorized users, and set up eRefund for direct deposit.

Check eBills Online
Your online eBill for the fall semester is available in Bill Payment Suite. Accessing Bill Payment Suite is easy. Simply:
1. Log into ESTHER through the Rice website
2. Select the "Student Services & Account Information" tab
3. Click on the "Account Summary - Pay My Bill – Bill Payment Suite" link or the "Student Records" link
4. Click on the "Pay My Bill - Bill Payment Suite" button.

This will open the Bill Payment Suite Home page.

Set Up Authorized Users
Authorized users (those which a student has set up) can log into Bill Payment Suite for "Authorized Users" and view eBills (online statements), enroll in payment plans or make payments on student accounts.

To enroll an Authorized User, simply:
1. Log into ESTHER through the Rice website
2. Select the "Student Services & Account Information" tab
3. Click on the "Account Summary - Pay My Bill – Bill Payment Suite" link or the "Student Records" link
4. Click on the "Pay My Bill - Bill Payment Suite" button
5. This will open the Bill Payment Suite Home page
6. Click the “Authorized User” tab and following the instructions.

Once an Authorized User has been set up they will receive an email with instructions for logging in.

Set Up eRefund
Students may set up an “eRefund” for direct deposit. This is the quickest way to receive refunds. Simply:

1. Log into ESTHER through the Rice website
2. Select the "Student Services & Account Information" tab
3. Click on the "Account Summary - Pay My Bill – Bill Payment Suite" link or the "Student Records" link
4. Click on the "Pay My Bill - Bill Payment Suite" button
5. This will open the Bill Payment Suite Home page
6. Click the “eRefund” tab and following the instructions.

If you have any questions contact the Cashier's Office at cashier@rice.edu or call 713-348-4946.