Job Aid

Viewing Billing History

There are several ways to view information about borrower billing history. Within SAL, you can determine if a bill was sent a particular month, and if not, why it was not sent. You can also view a history of the amounts included on a billing statement. Finally, you can use ECSI's client website to access copies of prior bills.

Perpetual Billing

Perpetual Billing is used to view the status of billing for a borrower. It shows if and how a bill was sent a particular month. If a bill was not sent, it will show the reason a bill was not sent. A Code Key is available at the bottom of the screen. For example, a Billing Code "CU" indicates that a bill was not sent because the borrower is paying using a coupon book.

Step 1	From the Primary Window, click the Utility button.									
	Note: There is a shortcut available for the Perpetual Billing window. From the Primary Wind									
	your Page Up key.									
Step 2	Click the Perpetual Billing button.									
Step 3	Click the Perpetual Billing button.									
	Perpetual Billing Status									
	Previous Loan Next Loan Report									
	Perpetual Billing Status For PER24A 43 Letters									
	2605 I									
	Billing Codes 30 - Quarterly First Bill Notice A1 - Pre-Acceleration A2 - Acceleration AA - Ach Annual Audit AB - Address Bad AC - Accelerated AD - Fellowship Program AH - Ach Account AN - Ach Notification AP - Ach Past Due BD//P/3P - Bankruptcy Pending BI - Billable Interest									



Job Aid

Viewing Billing History

Prior Bills

The Prior Bills screen shows the billing history for a borrower. It shows the billing period, amount due, fees, and balance. The information can be printed using the Print Report button. The printed information will automatically be sent to your default printer.

Step 1	From the Primary Window, click the Utility button.							
	Note: There is a shortcut available	for the Per	petual Bill	ing windo	w. From	the Primary V		
	your Page Up key.			5		,		
Step 2	Click the Perpetual Billing button.							
•								
Step 3	Click the Prior Bills button.							
	Prior Bills					×		
	View Report Print Report							
	BILL DT LNS REASON DELQ	BILL AMT	PRINCIPAL	INTEREST	FEES	BALANCE		
	03-2013 1 No Bill - Coupon	40.00	37.10	2.90	9.09	697.17		
	01-2012 1 Coupon - Past due 1	83.00	71.56	10.44	1.00	1,236.87		
	12-2007 1 No Bill - Coupon 11-2007 1 No Bill - Coupon	40.00 40.00	28.55 28.43	11.45 11.57	0.00 0.00	2,748.28		
	10-2007 1 No Bill - Coupon	40.00	28.31	11.69	0.00	2,805.02		
	09-2007 1 No Bill - Coupon	40.00	28.15	11.85	0.00	2,843.17		
	08-2007 1 No Bill - Coupon	40.00	27.95	12.05	0.00	2,891.12		
	07-2007 1 No Bill - Coupon 06-2007 1 No Bill - Coupon	40.00 40.00	27.66 27.50	12.34 12.50	0.00 0.00	2,962.50		
	05-2007 1 No Bill - Coupon 05-2007 1 No Bill - Coupon	40.00	0.00	9.00	0.00	3,000.00		
	04-2007 1 Grace period ends	0.00	0.00	0.00	0.00	3,000.00		
	03-2007 1 No Bill - Coupon	6.60	0.00	0.00	8.88	3,000.00		
	02-2007 1 No Bill - Coupon	0.00	0.00	0.00	6.66	3,000.00		
	01-2007 1 150 Days in grace 12-2006 1 No Bill - Coupon	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3,000.00 3,000.00		
	11-2006 1 90 Days into grace	0.00	0.00	0.00	0.00	3,000.00		
	10-2006 1 No Bill - Coupon	9.99	0.00	0.00	0.00	3,000.00		
	09-2006 1 No Bill - Coupon	6.66	0.00	9.90	6.60	3,000.00		
	08-2006 1 No Bill - Coupon	0.00	0.00	0.00	9.09	3,000.00		
	07-2006 1 No Bill - Coupon 06-2006 1 No Bill - Coupon	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3,000.00 3,000.00		
	05-2006 1 No Bill - Coupon 05-2006 1 No Bill - Coupon	0.00	0.00	0.00	0.00	3,000.00		
	04-2006 1 No Bill - Coupon	0.00	0.00	0.00	0.00	3,000.00		
	03-2006 1 No Bill - Coupon 62-2006 1 No Bill - Coupon	6.66	0.00	9.90	0.00	2,250.00		
			0 0 0	0 00	0 0 0	2 250 00		



New/IDAPP eBills

ECSI creates an electronic copy of every borrower bill. Borrowers have access to their eBills via the borrower website. Clients can also access copies using the client website.

Step 1	From the client website (log into client.ecsi.net), click the New/IDAPP ebills link.										
	Note: Bills from March 2007 and prior are available using the eBill Images link. The New/IDAPP ebills										
	link is for anything dated April 2007 and more recent.										
Step 2	Enter the student's account number. Click the corresponding Find link.										
Step 3	All prior ebills will display. Click in the radio button next to the bill you wish to view and then click the										
etop e	View link.										
	SERVICE NEVER RESTS										
					menu logout						
	Review eBills										
		Amount Due	3,172.91								
	Joe Lang 181 Montour Run Road	Date Due Payoff	04/01/2013 3,172.91								
	Coraopolis, PA 15108		.								
	Demo School	Gener	ated on: 03/11/2013								
	Type 20901A Description Udsl-1001		1			_					
	Current Due Past Due 3,172.91 Fees Due					=					
	Amount Due 3,172.91 To Pey in Full 3,172.91										
	Frequency Monthly A.P.R. 5%										
	Debt Amount 8,250.00 Prin. Balance 3,146.54										
	Int. Paid/Canc 677.54 Fees Paid										
	Last Peyment 3/1/2013										
	As of 7/1/2010, a \$15.00 fee will be charged for any check returned, unpuid.										
	Please note: ECSI converts all checks to electronic payments(ACH). Please see www.ecsi.net/achinfo for Fax: (213)740-4034 3Cheol: (213)740-4077 We are attempting to collect a debt and that any information obtained will be used for that purpose	r more information.									
	IMMEDIATE ACTION NECESSARY, YOUR ACCOUNT IS 3495 DAYS PAST D Due Diligence Regulations require us to report delinquency to the cre										
	Credit Bureau rating as of the above due date: Seriously Past Due: 35	510 Days				-					
		III	1		•						

