Setting up an Authorized User in eBill

Log into GWEB

User Login

Your User ID for this system is your GWID. Your GWID is the Uppercase letter "G" followed by an 8-digit number. To retrieve your GWID, please visit http://gwid.gwu.edu.

Please note: Your account will be locked after five (5) consecutive failed login attempts. If this happens, click HELP for information about requesting a PIN reset.

If you have forgotten your PIN and know your User ID, please enter your User ID, leave the PIN field blank and then click the "Forgot PIN?" button to reset your PIN. Your PIN must be six characters long and should be a combination of letters and numbers. If you need further assistance, please contact the Division of Information Technology at (202) 994-GWIT.

User ID: 
PIN: 
Login  Forget PIN?

RELEASE: 8.4
Setting up an Authorized User in eBill

Student Records and Registration
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Student Accounts Menu
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Student Account eBill

Welcome! You have selected the Student Accounts Menu. Choose from the list of options below for detailed information about your student account, including your current and previous charges, statements, payments, and tax information related to your 1096-T(s).

To view your class schedule, return to the Student Records and Registration menu and click the Registration Menu link. From the Registration menu, you may view your schedule for the current week by clicking the Student Schedule by Day and Time link, or click the Student Detail Schedule link to view your courses for a selected semester.

For other options, please click the Help link at the top of your screen.

Student Account eBill
- View statements, pay online, authorize additional users, setup electronic refund profiles
- Select Tax Year
- Tax Notification
- Request For Refund
- View Refund Status

RELEASE 8.8.2
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Click on ‘Authorized Users’
Setting up an Authorized User in eBill

Add Authorized User
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Enter Authorized User’s email address

Confirm by clicking ‘Add User’