

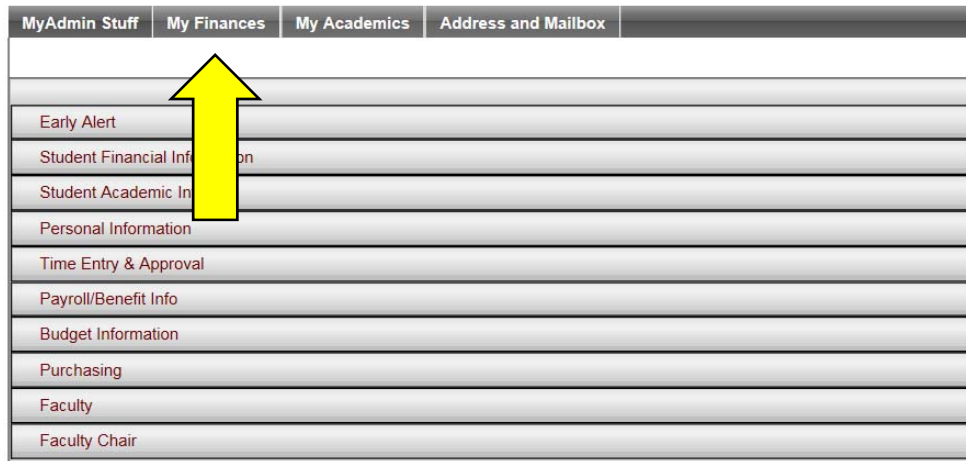
Adding Billing Statement Recipients

Wittenberg University emails students their account statements at the beginning of each month. For parents (or others) to receive the eStatement directly to their email, the student will need to add the appropriate e-mail addresses utilizing the following steps:

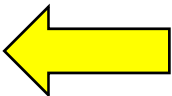
Step 1: Log onto your MyWitt Portal



Step 2: Click on the "My Finances"




Step 3: Click the "Statements on Demand"

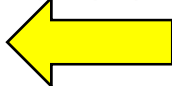
MyAdmin Stuff	My Finances	My Academics	Address and Mailbox
Financial Aid by Term			
Financial Aid by Year			
Statements on Demand 			
Make a payment			

Step 4: Click the "Add/Change Approved Email List" - Please note the Start Date can be adjusted at any time to review the most up-to-date information or to access historical transactions.

Statement On Demand Information



Electronic billing statements are delivered to you on a monthly basis (attached as a PDF file to email). In an effort to aid you in accessing historical transactions on your account, in addition to seeing the most current activity, we are pleased to provide you with this Statement On-Demand feature...

Start Date: 

Email copy to approved list: Yes No

Email copy to: Email Address:

First Name: Last Name:

Add to list: Yes No

(Please note that you can save the copy that will appear in the next window.)

[Process Request](#) [Add/Change Approved Email List](#) [Return To MyWitt](#)

Step 5: You can then add any additional email addresses so the eStatements will be delivered there also.

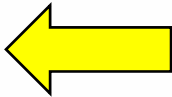
ADD / CHANGE STATEMENT EMAIL(S)

Below is where you can manage the email addresses in which your electronic statements are sent. Please note that you cannot remove any student email addresses that you have on record with the University - all updates to student email addresses must be done through Biographical Updates via the MyWitt portal.

Email Address	First Name	Last Name	
andersonm25@wittenberg.edu	Melissa	Anderson	

Add New Email

Email:

First Name: Last Name: 

[Add New Email](#) [Clear Input](#)

[Return To Statement On Demand](#)

Step 6: Once the email address is added, it will appear at the top along with your Wittenberg email address. These can be added and removed at any time.

ADD / CHANGE STATEMENT EMAIL(S)

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Email Address	First Name	Last Name	
andersonm25@wittenberg.edu	Melissa	Anderson	
melstorm19@yahoo.com	Melissa	Anderson	Remove

Add New Email

Email:

First Name: Last Name:

[Add New Email](#) [Clear Input](#)

[Return To Statement On Demand](#)

