Instructions for using the IT Billing System

Accessing the System
Go to itbill.fiu.edu or select the Telephone Billing quicklink on the IT website it.fiu.edu.

Select Click here to view bills

Log in with your MyAccounts userID and password.

Viewing Account bills
Select the Accounts Menu in the upper right hand corner and click on Account Billing.
To view all accounts you are authorized click the Search button.
To view a specific account number enter the Account Number and click the Search button.
A list of all of the billing cycles for each account will appear.
Select the desired Billing Date.

Note: by default the results of any search in the billing application will display 15 rows at a time. To view more rows, simply increase the value and click Search again.

A summary of the account charges will appear.
To view one-time charges (OCC) and monthly recurring charges (MRC) only:
   Click Non-Usage Charges
   Click Search
To view long distance charges only:
   Click Usage Charges
   Click Search
To view all charges
   Click View Report

Note: To export your bill to CSV format which can then be opened in Microsoft Excel click on the button.

To print out a page separated report of all account charges by subscriber:
   Click on Reports -> All Reports in the top right hand corner of the screen
   Enter FIU in Name field and click Search button

Select FIU Account Detail report
Click **Run**

Enter the **Account Number**.

*Note: You must enter the account number exactly as it appears on the Account Billing screen (e.g. 0123456789-123456789-123-12-12)*

Enter **Billing Date**

Click **Run**