

Ebill and Payment Software Instructions:

To access the system: <https://payment.brown.edu>

Address: https://payment.brown.edu/C20460_tsa/web/login.jsp

Brown University

Welcome to Brown University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and Staff

Username:
Password:

Student Account Suite Features

Student Account Center

- Check your balance
- Make a payment towards your balance
- View your payment history
- Store your payment methods for quick and easy payment
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments

Enter your Username and password . This is the same username and password that you use to access email or other University services.

How to set up an Authorized User to view your account, statements, and make payments on your behalf

Select the **"AUTHORIZED USERS"** tab

Address: https://payment.brown.edu/C20460_tsa/web/welcome.jsp

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For more information on billing policies | Ask for Help | Log Out

Home eBills Payments **Authorized Users** My Profiles

Welcome

This is the place to manage your student account activity. Here you can view your bills, make payments, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.

Announcements

Welcome to Brown's new electronic

Quick View

Add the email address of the individual you would like to add as an Authorized User.

Add An Authorized User

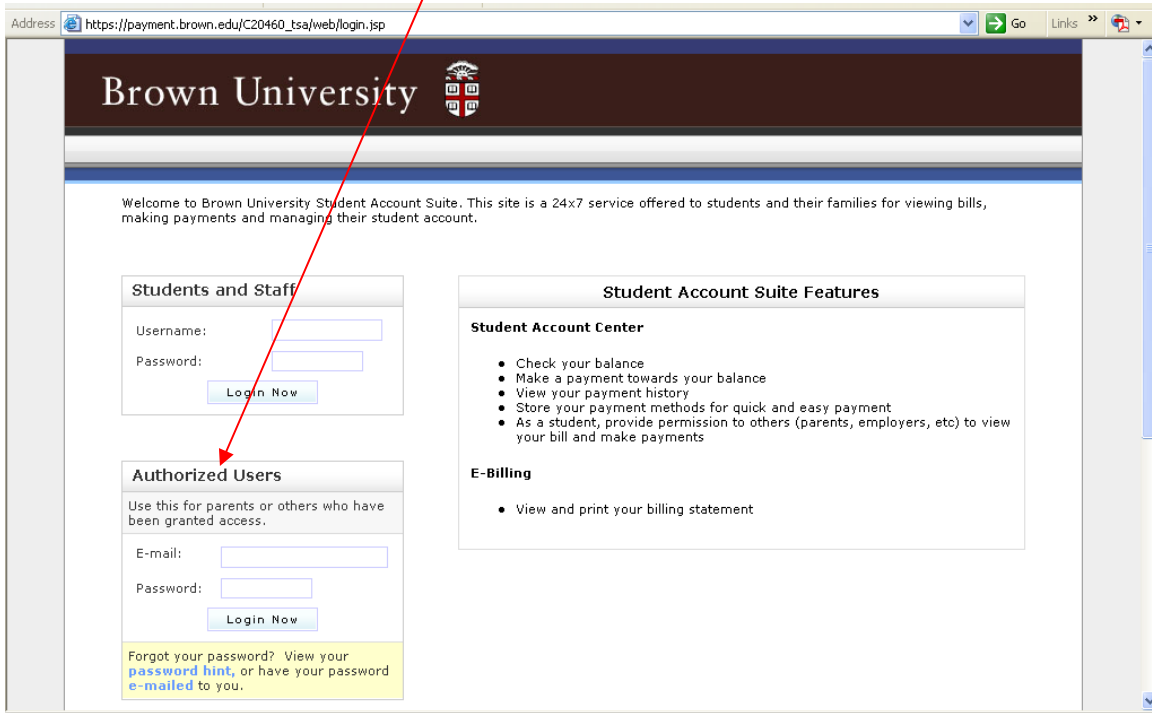
E-mail Address of the Authorized User:

Would you like to allow this person to view your billing statement? Yes No

Would you like to allow this person to view your payment history? Yes No

Your authorized user will receive an email with a temporary password to access the system.

Authorized User Access: Authorized users enter the system through the same webpage, <https://payment.brown.edu>, and use the “Authorized Users ” section.



The same screens are viewable by the Authorized User as the student. If an authorized user makes a payment on your behalf, both you and the authorized user will be notified that the payment was made. However, the payment information (account numbers) will never be shared. Each month that a new bill is loaded, both you and the authorized user will receive an email and be able to view the bill. You may set up numerous individuals as Authorized Users (parents, guardians, grandparents, etc.).

Making a Payment

Under the “PAYMENTS” tab select the “Make a Payment” or “Pay” button.

Follow the instructions on screen with entering your Routing Number, and Account Information.

Select Continue

Enter your payment amount

Step 1: Select a Payment Method **Step 2: Payment Options** Step 3: Payment Confirmation

Payment Method		Payment Options	
Payment Method:	Checking Account	Select a term for this payment:	Spring 2009
Account Number:	xx3456	Payment Amount:	\$ 1.00
ABA Routing Number:	011075150	Memo:	
		Payment Date:	03/17/2009
	<input type="button" value="Cancel"/>		<input type="button" value="Continue"/>

Select Continue

Agree to the Payment Authorization form. Once you click and agree you will receive a confirmation form on screen and also receive an email notification. If an authorized user makes a payment on your behalf, the authorized user will also receive a confirmation of the payment.

Please check your email(s) to verify that confirmation has been received.

Viewing statements

The TouchNet EBILL System contains a copy of the bills that were sent to you as of July 2008 and later.

Under the "EBILL" tab, review your current and previous bills. The summary at the top reflects your most current billing statement.

The screenshot shows the TouchNet EBILL system interface. At the top, there are navigation tabs: Home, eBills, Payments, Authorized Users, and My Profiles. Below this is a sub-header with 'Account Summary' and 'Recent Account Activity'. A table lists account information:

Account Name	Statement Date	Due Date	Statement Amount	Current Balance*	Action
Student Account	03/17/2009	Due Now	\$80.00	\$80.00	Pay

* Current balance includes activity since your last statement, including recent payments and new charges.

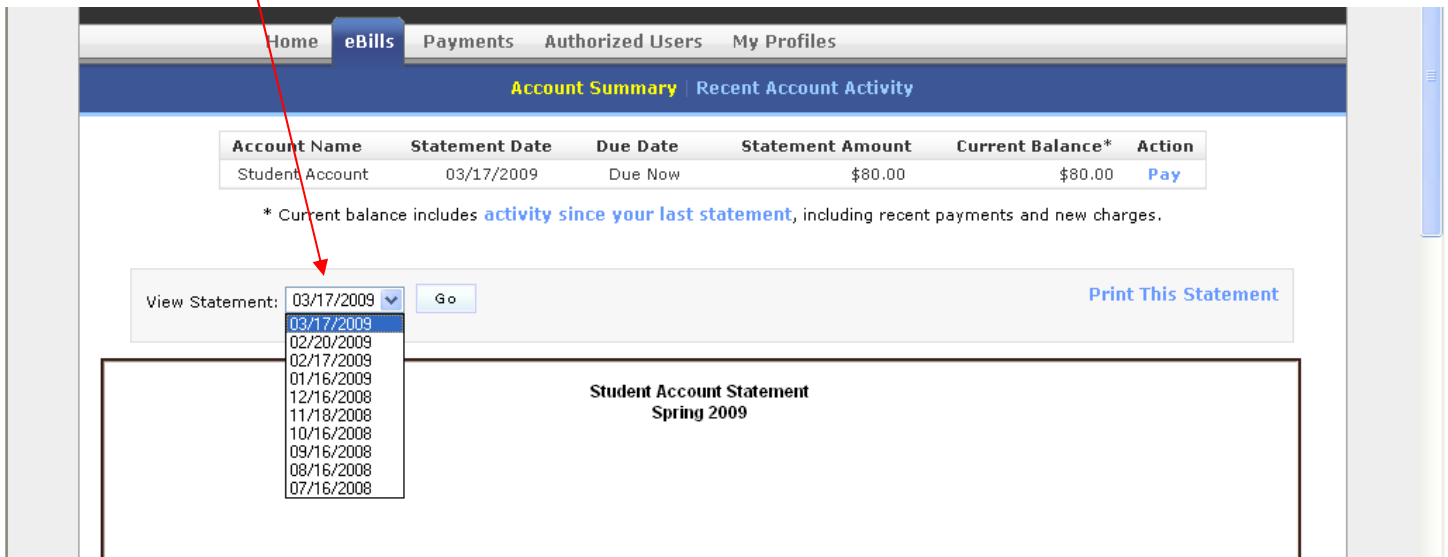
Below the table is a 'View Statement' section with a dropdown menu set to '03/17/2009' and a 'Go' button. To the right is a 'Print This Statement' link.

The main content area displays the 'Student Account Statement Spring 2009'. On the left is the Brown University logo and contact information for the Office of the Bursar. On the right is a summary table:

Statement Date:	March 17, 2009
Student Account Balance:	\$80.00
Less Memo/ Authorized Aid:	\$0.00
Balance Due:	\$80.00

Below the table, it states: 'Total Student Account Balance Due Now' and 'Any outstanding balance after the Due Date will be assessed a 1.5% late fine.'

Use the Drop down box to select previous statements. Please note the summary information at the top will not change.



The screenshot shows a web interface for an eBills account. At the top, there are navigation tabs: Home, eBills, Payments, Authorized Users, and My Profiles. Below this is a header with 'Account Summary' and 'Recent Account Activity'. A table displays account information for 'Student Account' with a statement date of 03/17/2009, a due date of 'Due Now', a statement amount of \$80.00, and a current balance of \$80.00. A 'Pay' link is provided for the current statement. A note states: '* Current balance includes activity since your last statement, including recent payments and new charges.' Below the table is a 'View Statement:' section with a dropdown menu currently set to '03/17/2009'. The dropdown menu is open, showing a list of previous statement dates: 03/17/2009, 02/20/2009, 02/17/2009, 01/16/2009, 12/16/2008, 11/18/2008, 10/16/2008, 09/16/2008, 08/16/2008, and 07/16/2008. A 'Go' button is next to the dropdown, and a 'Print This Statement' link is on the right. The main content area displays 'Student Account Statement Spring 2009'.

Account Name	Statement Date	Due Date	Statement Amount	Current Balance*	Action
Student Account	03/17/2009	Due Now	\$80.00	\$80.00	Pay

* Current balance includes activity since your last statement, including recent payments and new charges.

View Statement: 03/17/2009 [Print This Statement](#)

03/17/2009
02/20/2009
02/17/2009
01/16/2009
12/16/2008
11/18/2008
10/16/2008
09/16/2008
08/16/2008
07/16/2008

**Student Account Statement
Spring 2009**