** Be sure to turn off popup blockers.

**Students:** Access [https://payment.brown.edu](https://payment.brown.edu). Select “Click here” under “Students and Staff”.

Enter your Brown University user name and password at the authentication page; use the same user name and password that you use to access University services. The homepage below is shown.

**Students - Setup an Authorized User:**
If you wish to allow others to view and pay your student account, select “Authorized Users”.

You decide how much information your Authorized User can access. Enter your Authorized User’s email address, then select Yes or No to each option. Select “Continue”.

**Authorized Users**

From this page, you can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

**Add Authorized User**

E-mail address of the authorized user:

Would you like to allow this person to view your billing statement and account activity?

Would you like to allow this person to view your 1098-T tax statement?

Would you like to allow this person to view your payment history and account activity?
Check “I Agree” at the bottom of the Authorized User Agreement Page. Your authorized user will receive an email with a temporary password to access the system. Add multiple Authorized Users by repeating the steps above.

Agreement to Add Authorized User

I hereby authorize Brown University to grant xxxx@xxxx.com full access to my accounts, including ability to view all monthly billing statements, payment history, and/or make payments accordingly. My checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Thursday, January 25, 2018.

For fraud detection purposes, your internet address has been logged:

128.148.231.14 at 1/25/18 2:15:51 PM EST

 ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Please check the box below to agree to the terms and continue.

☐ I Agree

Authorized Users:

Login to https://payment.brown.edu using your email address and temporary password.
(Nota: Use the same email address that your student indicated for your Authorized User access. If you did not receive, or cannot remember your temporary password, select “Forgot Password”. You may also contact our office for additional assistance).

Based on the access your student has granted, you may be able to view/print a student account statement, make online payments, enroll in Installment Payment Plan, setup an eRefund account, and view/print a 1098T statement

Be sure to use our other instruction guides on the Bursar Office home page!