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## 1. Access e-Bill Payment System – Students Only

Only students will initially be able to access the e-Bill system. Parents/others will not be able to access the system until the student has set up their Authorized Users (instructions below)

- Students, access <https://payment.brown.edu>
- Select the “Student Access” option
- You will be redirected to the Brown University authentication page; use the same user name and password that you use to access University services.



Welcome to the Brown University  
Student Account Payment System

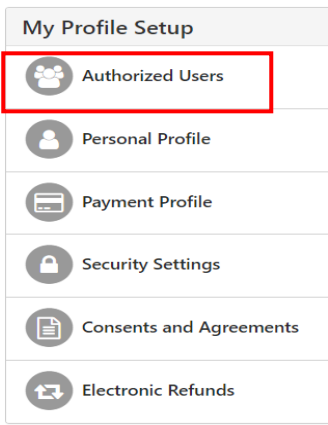
Student Access

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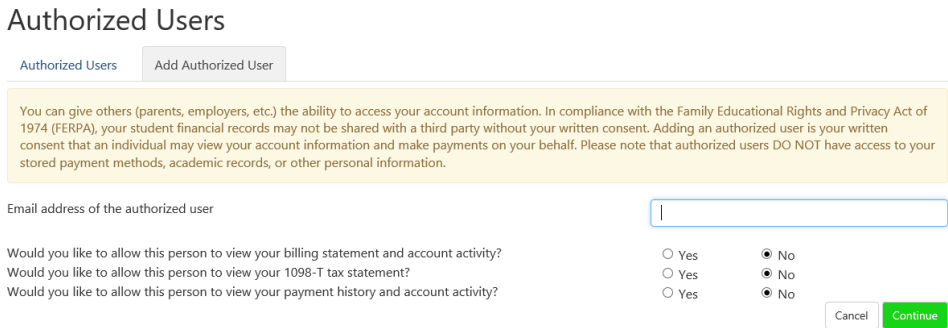
## 2. Setup Authorized User(s) (Students Only)

Students must complete this step to allow parents/others to view and make payment on student account

- Students select “Authorized Users” from the “My Profile Setup” menu (on the right side of the home page).



- Add your Authorized User(s) email address within the “Add Authorized User” tab.



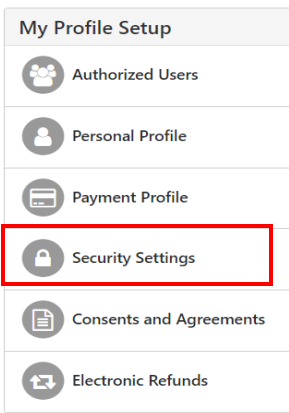
- Select Yes/No to the access type you would like for your Authorized User, then select “Continue” button.
- Complete the Authorized User process by reading the agreement and checking the “I Agree” box at the bottom, then “Continue”.
- Multiple Authorized Users may be added by repeating the steps above.
- Your authorized user will receive an email with a temporary password to access the system. If the email has not been received within 5 minutes, we recommend checking spam / junk email boxes.
- Temporary passwords expire within a few days. We recommend that Authorized Users login and change their password as soon as possible. (See additional instructions in Step 4)

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### 3. Set up Electronic Refunds (Students Only)

Only students can complete this process. Students are advised to create an e-Refund profile in order to speed up the refund process, which will be used if the students account has a valid credit balance and is due a refund. Students must first setup two-step verification, which only takes a few moments, and provides extra security.

- From the home page, select “Security Settings” from the “My Profile Setup” menu.



- Select a primary method for verification (Text, Email, Google Authentication). A passcode will be sent via the selected method to confirm.

## My Profile

Personal Profile    Payment Profile    Security Settings

### Two-Step Verification Enrollment

#### Primary Method

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number
- Email message to existing or new email address
- Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

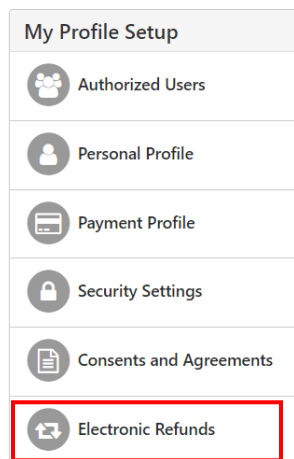
#### Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

- Enter the passcode and click “Verify”

A verification screen with a text input field labeled 'Verify passcode'. To the right of the input field are three buttons: 'Cancel', 'Resend Code', and 'Verify' (which is green). Below the input field is a yellow message box containing the text: 'A message with your passcode has been sent, please verify.'

- Once two-step verification is setup, return to the Home Page, then select “Electronic Refunds” from the “My Profile Setup” menu.



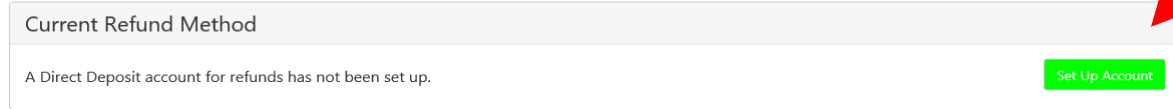
- Select the Green “Set up Account” button to begin the process.

## eRefunds

eRefunds puts money in your account... FAST!

No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.

You may request a refund at [eRefund Form](#)



Current Refund Method

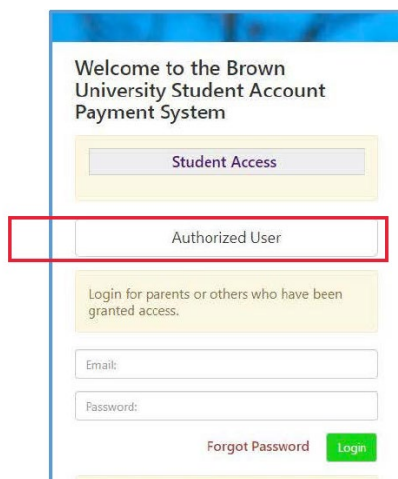
A Direct Deposit account for refunds has not been set up. [Set Up Account](#)

- Enter the checking or savings account information and Save the Payment method.
  - (NOTE: Checking the “Set as your preferred payment method” box, will allow easy setup of bank account information for electronic payments later and will allow you to schedule a payment for a future date.)
- An authorization form will be presented, which you will need to agree and save
- Go to the [Bursar Office website](#) and complete the Student Refund Request Form.

## 4. Authorized User Login

**Important:** Before taking the following steps, verify that your student has completed Step 2 above to “Setup Authorized User” and confirm which email address the student entered on your behalf. This is the email address you must enter in order to gain access to the system.

- Access <https://payment.brown.edu> – Enter your email address (be sure this matches the email address that the student setup for authorized user access).



Welcome to the Brown University Student Account Payment System

Student Access

Authorized User

Login for parents or others who have been granted access.

Email:

Password:

[Forgot Password](#) [Login](#)

- Authorized Users will enter their full name and reset their password.
- If you have been setup as an Authorized User on multiple students accounts, those accounts will all be linked/viewable when you login.
- If the Authorized User is having trouble accessing the payment.brown.edu system, please contact our office at [bursar@brown.edu](mailto:bursar@brown.edu) or 401-863-2484. Our office will validate setup and resend password.

## 5. View Student Account Activity and Student Account Statements

The e-Bill system contains student account activity history and any student account statements that were produced during the academic year. **Note, student account statements are only produced at the beginning and middle of each semester. The account activity section will reflect the most current account information.**

- Select “Account Activity” under the “My Account” to view all charges and payments made to your Student Account. You may choose to display Account Activity by Term or display Full Account Activity.

### Account Activity

Print Excel PDF

Filter activity by

Full account activity

View Activity

Student Account Balance

\$20,546.00

Fall 2019

\$20,546.00

Print Excel PDF

Estimated Financial Aid

Description	Amount ( \$ )
Brown University Scholarship	\$20,268.00
<b>Total Estimated Aid: \$20,268.00</b>	

Account Activity

Search:

Description	Code	Date	Amount ( \$ )
20 Meal Plan	DS20	6/17/19	\$2,956.00
Regular Room/Suites	RREG	6/17/19	\$4,710.00
Academic Records Fee	AREC	6/17/19	\$100.00
Undergraduate Tuition	TUIT	6/17/19	\$28,556.00

- If you wish to view or print a Student Account Statement, select “Billing Statements”, then select “View” to open the statement in a new browser window. (We find Chrome or Firefox browsers and Adobe Acrobat v8 or higher are best for displaying the statements. Be sure pop-up blockers are disabled.)

### Statements

Billing Statements

1098-T Tax Statements

Please make sure your browsers pop-up blocker is disabled before you view a statement.

Show 10 entries

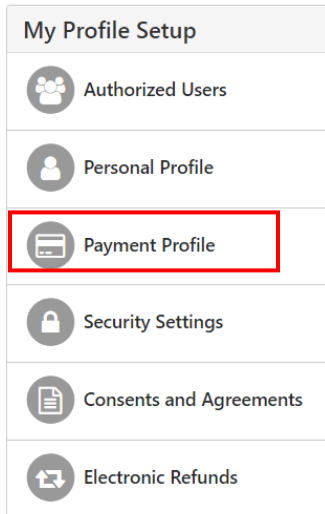
Search:

Statement Date	Due Date	Amount	Action
6/15/18	8/1/18	\$16,118.40	<a href="#">View</a>
6/1/18	8/1/18	\$14,989.00	<a href="#">View</a>

## 6. Setup a Payment Profile & Preferred Payment Option

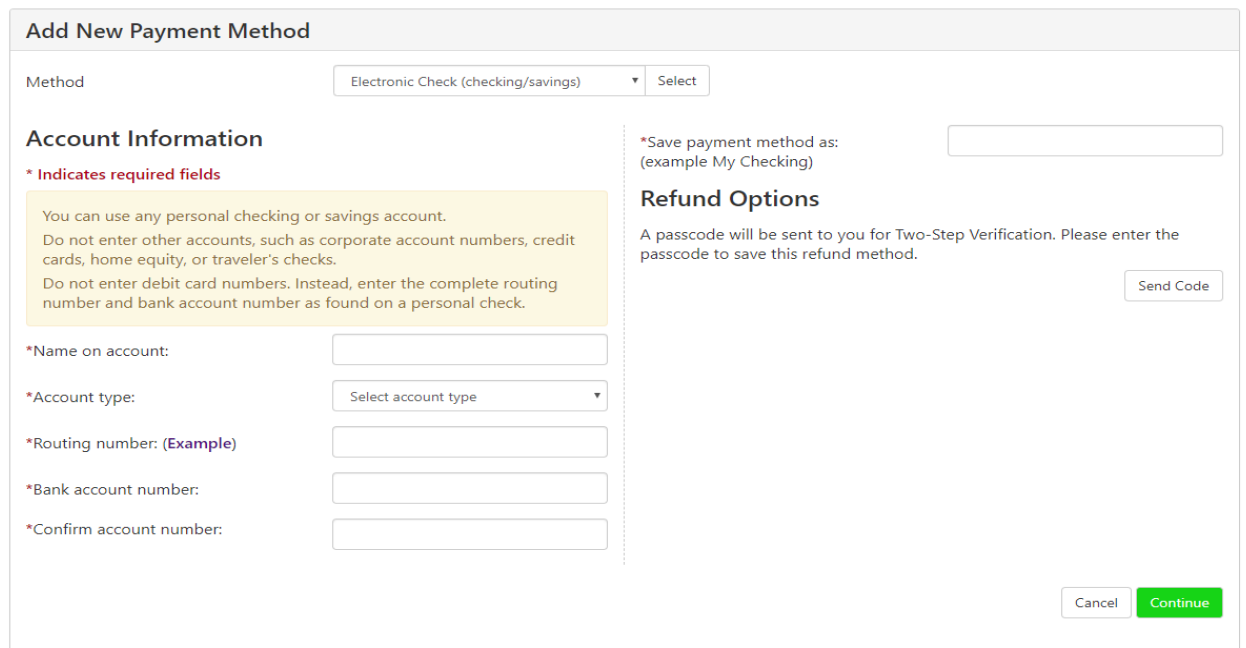
Students and Authorized Users can ONLY see the Payment Profile they personally created. Students cannot see a payment profile that was setup by an Authorized User. Authorized Users cannot see a payment profile that was setup by a student.

- Select “Payment Profile” under “My Profile Setup” from the home page.




The screenshot shows a vertical menu titled "My Profile Setup". The menu items are: "Authorized Users", "Personal Profile", "Payment Profile" (highlighted with a red border), "Security Settings", "Consents and Agreements", and "Electronic Refunds". Each item has a corresponding icon to its left.

- Select “Electronic Check (checking/savings)” from the Method dropdown box, then click “Select”. (NOTE: Only U.S. personal checking or savings account may be used. Do not enter information for business accounts, debit cards, credit cards, etc.)
- Enter the Account Information and create a name for your saved payment method, then select “Continue”.
  - **Students Only - When you add a bank account as a saved payment method, you can easily select that account for direct deposit of student account refunds.**




The screenshot shows the "Add New Payment Method" form. At the top, there is a "Method" dropdown menu set to "Electronic Check (checking/savings)" and a "Select" button. Below this is the "Account Information" section, which includes a yellow callout box with instructions: "You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check." The form fields are: "\*Name on account:", "\*Account type:" (dropdown menu), "\*Routing number: (Example)", "\*Bank account number:", and "\*Confirm account number:". To the right of the "Account Information" section is the "Refund Options" section, which includes a text input field for "\*Save payment method as: (example My Checking)", a "Send Code" button, and a note: "A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method." At the bottom right of the form are "Cancel" and "Continue" buttons.

- Once the payment method has been saved, return to the “Payment Profile” tab and use the gear icon  to mark your account as preferred.

## My Profile

Personal Profile   **Payment Profile**   Notifications

A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds.

Saved Payment Methods				
Payment methods	Preferred	Use for Refunds	Modified	Action
Brown account	✓	Yes	12/5/17 13:33:21	


## 7. Make Payments (Including Express and Future Payments)

### Make a Payment

- From the Home Page, select “Make Payment”.
- Select the appropriate radio button to pay “Current Account Balance”, “Amount Due”, “Future Amount Due”, or “Pay by Term”.
- Review the payment amount in the corresponding amount box at the right. Change the dollar amount in that box if needed and confirm that the Payment Total at the bottom is the amount you intend to pay. Then select “Continue”.

### Account Payment



Payment Date:  

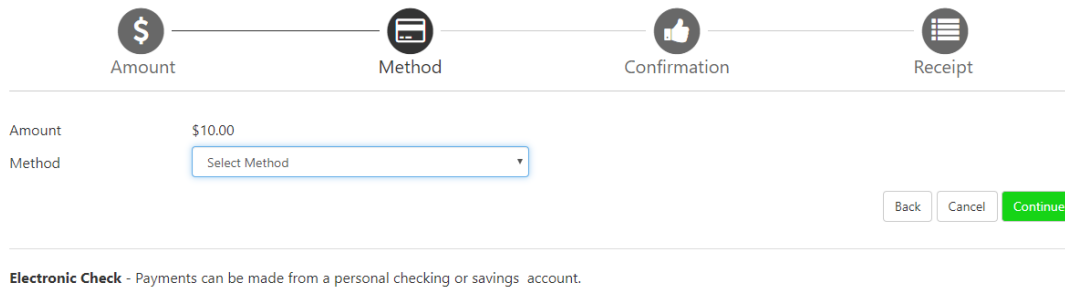
<input type="radio"/> Current account balance	\$20,546.00	20,546.00
<input type="radio"/> Amount due	\$20,546.00	20,546.00
<input type="radio"/> Future amount due	\$0.00	\$0.00
<input type="radio"/> Pay by term		
<input type="checkbox"/> Fall 2019	\$20,546.00	20,546.00

Payment Total: \$0.00

- Select the Payment Method from the “Method” dropdown box, then select “Continue”.

- Follow the prompts to complete the payment and receive payment confirmation and receipt.

## Account Payment



The diagram shows a four-step process: Amount, Method, Confirmation, and Receipt. Below it is a form with the following fields:

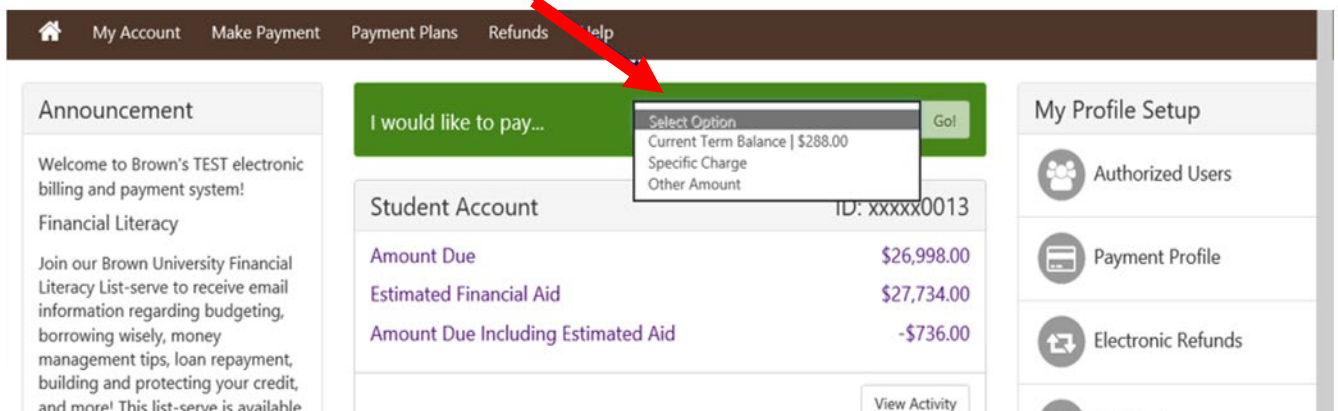
- Amount: \$10.00
- Method: Select Method (dropdown menu)

Buttons: Back, Cancel, Continue (highlighted in green).

**Electronic Check** - Payments can be made from a personal checking or savings account.

## Make an Express Payment

- The Express payment option allows fewer 'clicks' to complete the payment process after a preferred payment method has been established.
- The Express Payment method provides a clear view of how much will be paid, the payment method and the confirmation email address.
- From the Home Page, select "Make Payment". Then select the appropriate option from the dropdown box to pay the Current Term Balance, pay a Specific Charge, or pay Other Amount.



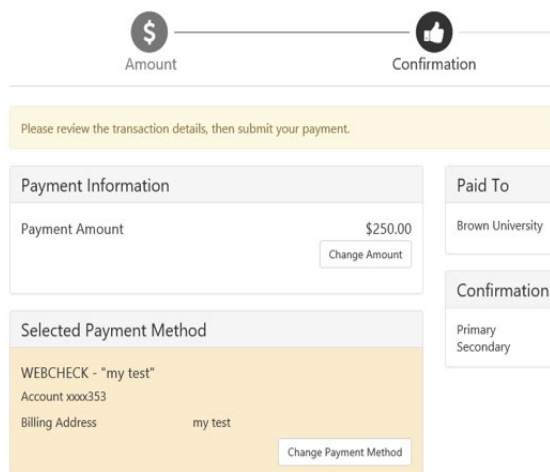
The screenshot shows the 'Make Payment' page with a navigation bar (My Account, Make Payment, Payment Plans, Refunds, Help) and a red arrow pointing to the 'Make Payment' link. The main content area includes:

- Announcement:** Welcome to Brown's TEST electronic billing and payment system! Financial Literacy. Join our Brown University Financial Literacy List-serve to receive email information regarding budgeting, borrowing wisely, money management tips, loan repayment, building and protecting your credit, and more! This list-serve is available.
- I would like to pay...** (Green button) with a dropdown menu:
  - Select Option
  - Current Term Balance | \$288.00
  - Specific Charge
  - Other Amount
- Student Account:** ID: xxxxx0013
 

Amount Due	\$26,998.00
Estimated Financial Aid	\$27,734.00
Amount Due Including Estimated Aid	-\$736.00
- My Profile Setup:** Authorized Users, Payment Profile, Electronic Refunds.

- Follow the prompts to complete the payment and receive payment confirmation and receipt.

## Account Payment



The diagram shows a two-step process: Amount and Confirmation. Below it is a form with the following sections:

- Payment Information:** Payment Amount: \$250.00 (Change Amount button)
- Selected Payment Method:** WEBCHECK - "my test", Account xxxx353, Billing Address: my test (Change Payment Method button)
- Paid To:** Brown University
- Confirmation:** Primary, Secondary

Please review the transaction details, then submit your payment.

v



## Make a Future Payment

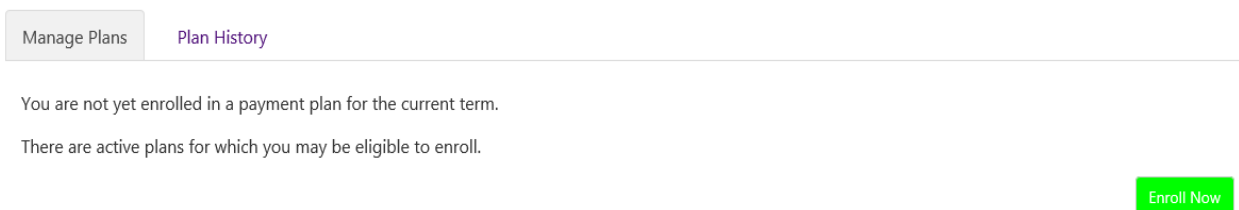
- You have the ability to change the date that the payment will be processed to the student account. On the Account Payment page, you can click in the Payment Date and schedule it for a future date. You MUST have a saved Payment Method in order to schedule a payment.

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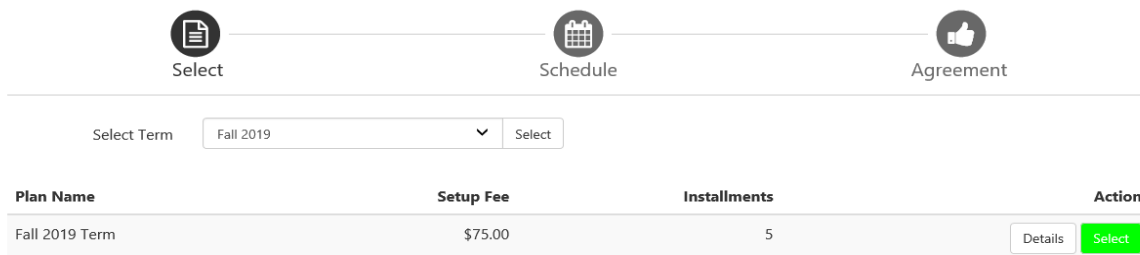
## 8. Enroll in the semester-based Installment Payment Plan

- Under the “Payment Plan” tab, students and Authorized Users may choose to enroll in Brown University’s semester based Installment Payment Plan (IPP). This plan enables students and their families to make interest-free, monthly installments to cover each semester’s tuition, housing, meals, fees, and other charges on the student account. More information is provided on our [Installment Payment Plan](#) website. (Note: An outstanding balance of \$500 or more from a previous semester will prevent IPP enrollment.)

- Click the “Enroll Now” button to begin  
Payment Plans



- Select the Payment Plan Term by populating the term and then selecting the plan  
Payment Plan Enrollment



Plan Name	Setup Fee	Installments	Action
Fall 2019 Term	\$75.00	5	<a href="#">Details</a> <a href="#">Select</a>

- Review the plan to confirm the charges and financial aid that has been included and the schedule for future payments. **Note: The \$75 plan enrollment fee will be withdrawn today. If you enter an optional down payment amount, that will be withdrawn today and deducted from the total balance due.**

**Fall 2019 Term**

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account. You have missed the first 1 installments of this payment plan due to late enrollment. You will be enrolled for the remaining 4 installments.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition	28,556.00	
Activity Fee	143.00	
Room	4,710.00	
Meal Plan	2,956.00	
Health Insurance	3,846.00	
Health Services	471.00	
Financial Aid		20,268.00
Recreation Fee	32.00	
Miscellaneous	100.00	
<b>Balance: 20,546.00</b>		
Optional down payment		0.00

Payment Schedule		
Description	Due Date	Amount(\$)
Setup fee	Due now	75.00
Installment 1	8/10/19	5,136.50
Installment 2	9/10/19	5,136.50
Installment 3	10/10/19	5,136.50
Installment 4	11/10/19	5,136.50
<b>Total of installments: 20,546.00</b>		
<b>Total fees: 75.00</b>		

- A Payment Plan Agreement will appear, scroll to the bottom to review the plan and click to “Agree” to the plan.

I understand that I have scheduled my 4 installment payments and these payments will automatically be processed on the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$75.00. I also understand that failure to meet the terms of this agreement may entitle **Brown University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$5,136.50 due on 8/10/19.**

Installment 2 in the amount of **\$5,136.50 due on 9/10/19.**

Installment 3 in the amount of **\$5,136.50 due on 10/10/19.**

Installment 4 in the amount of **\$5,136.50 due on 11/10/19.**

This agreement is dated 7/15/19 12:36:50 PM CDT.

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

128.148.231.14 at 7/15/19 12:36:50 PM CDT

- You will receive a second agreement form for the funds to be deducted from your bank account automatically on the 10<sup>th</sup> of each month. **You do not need to schedule or make payments in advance of this date, they will process automatically.**

**ACH Payment Agreement**

I hereby authorize **Brown University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$20.00** return fee will be added to my student account.

Name:

Address:

Depository:

Routing Number:

Account Number:

This agreement is dated 7/15/19 12:38:59 PM CDT.

For fraud detection purposes, your internet address has been logged: 128.148.231.14 at 7/15/19 12:38:59 PM CDT.

**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.**

To revoke this authorization agreement you must contact: [bursar\\_billing@brown.edu](mailto:bursar_billing@brown.edu)

Print and retain a copy of this agreement.

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

I agree to the above terms and conditions.

- You will see a final confirmation page that you are enrolled in the Installment Payment Plan. On the home page you will also see the schedule of the upcoming payments.

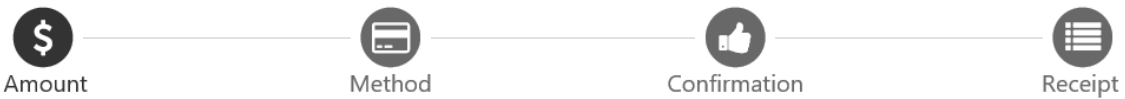
**IMPORTANT NOTE on Making Additional or Advance Payments:**

If you choose to make an additional payment before the 10<sup>th</sup> of the month, the automatic Installment Payment Plan payment will still be deducted from bank account. The Installment Payment Plan payments cannot be skipped.

If you wish to pay one of the Installment Payment Plan payments early (advance payment), you **must** take the following steps:

- Log into your account at <https://payment.brown.edu>
- Go to the Payment Plans Tab
- Use the green “Pay Next Installment” button at the bottom of the page. You will be reminded that the payment is already scheduled. The Payment Amount will be displayed.
- If you wish to pay the full payment amount, select “Continue” and follow the system prompts.
- If you wish to pay less than the full payment amount, enter the desired payment amount, select “Continue” and follow the prompts. The remaining amount of your scheduled installment will be automatically deducted on the 10<sup>th</sup>.

## Installment Payment



A payment for this installment is already scheduled.

estimated plan -- Installment 2 of 5

Enrollment date	1/28/20
Amount Due	\$4,600.00
Due Date	4/7/20

Payment Options

Payment amount	<input type="text" value="4,600.00"/>
Payment Date	Today - 3/4/20