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](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.

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.

Authorized Users

You can give others (parents, employees, 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.

Email 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?

• 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

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”

• 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.
  o (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).

  ![Login Screen]

• 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 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown University Scholarship</td>
<td>$20,268.00</td>
</tr>
</tbody>
</table>

**Total Estimated Aid:** $20,268.00

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Date</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Meal Plan</td>
<td>D520</td>
<td>6/17/19</td>
<td>$2,956.00</td>
</tr>
<tr>
<td>Regular Room/Suite</td>
<td>RREQ</td>
<td>6/17/19</td>
<td>$4,710.00</td>
</tr>
<tr>
<td>Academic Records Fee</td>
<td>AREC</td>
<td>6/17/19</td>
<td>$100.00</td>
</tr>
<tr>
<td>Undergraduate Tuition</td>
<td>TUIT</td>
<td>6/17/19</td>
<td>$28,556.00</td>
</tr>
</tbody>
</table>

- 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**

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

<table>
<thead>
<tr>
<th>Statement Date</th>
<th>Due Date</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/15/18</td>
<td>8/1/18</td>
<td>$16,118.40</td>
<td>View</td>
</tr>
<tr>
<td>6/1/18</td>
<td>8/1/18</td>
<td>$14,989.00</td>
<td>View</td>
</tr>
</tbody>
</table>
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.

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

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”.

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

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

Payment Total: $0.00
• Follow the prompts to complete the payment and receive payment confirmation and receipt.

**Account Payment**

![Account Payment Window](image)

- **Amount**
  - $10.00

- **Method**
  - Select Method

- **Confirmation**
  - [Continue]

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

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**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.

![Express Payment Window](image)

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

**Account Payment**

![Account Payment Window](image)

- **Amount**
  - Please review the transaction details, then submit your payment.
  - **Payment Information**
    - Payment Amount: $259.00
  - **Selected Payment Method**
    - WEBCHECK - "my test"
      - Account xxxx153
      - Billing Address: my test

- **Confirmation**
  - Paid To: Brown University
  - Confirmation: Primary Secondary
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.

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

You are not yet enrolled in a payment plan for the current term.
There are active plans for which you may be eligible to enroll.

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

Payment Plan Enrollment

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Setup Fee</th>
<th>Installments</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019 Term</td>
<td>$75.00</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Installment Payment**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Method</th>
<th>Confirmation</th>
<th>Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,600.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A payment for this installment is already scheduled.

---

estimated plan -- Installment 2 of 5

<table>
<thead>
<tr>
<th>Enrollment date</th>
<th>Amount Due</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/28/20</td>
<td>$4,600.00</td>
<td>4/7/20</td>
</tr>
</tbody>
</table>

Payment Options

- **Payment amount**
  - 4,600.00
- **Payment Date**
  - Today - 3/4/20

[Cancel] [Continue]