



# E-Bill Payment Instructions

## Accessing EBill Payment System

Student login:

Access <https://payment.brown.edu>

Select the "Student Access" option:



Welcome to the Brown University  
Student Account Payment System

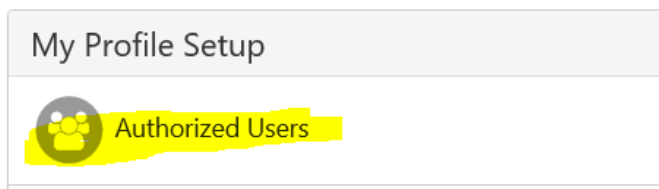
Student Access

You will be redirected to the Brown University authentication page; use the same user name and password that you use to access University services.

## Setup an Authorized User (for example, parents) – Students must complete this step in order for parents/others to view and make payment on student account

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

Select "Authorized User" from My Profile Setup



Add your Authorized User(s) email address within the "Add Authorized User" tab:

Authorized Users

Authorized Users Add Authorized User

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.

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?

Yes  No  
 Yes  No  
 Yes  No

Cancel Continue

Complete the steps by selecting 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.

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.

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## Authorized User Login

Access <https://payment.brown.edu>

Use the email address that the student added for your access and your password in the “Authorized User” section:

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](#)

**If the Authorized User is having trouble accessing the [payment.brown.edu](https://payment.brown.edu) system, please contact us at [Bursar@brown.edu](mailto:Bursar@brown.edu) or by calling 401-863-2484. We can validate setup and resend password.**

# View Student Account

The EBILL System contains a copy of the student account statements sent during the academic year. Under the MY ACCOUNT tab select the Account Activity to view all the charges and payments made to your Student Account. Activity is displayed by term.

## Account Activity

Print Excel PDF

Filter activity by

<b>Student Account Balance</b>			<b>\$20,546.00</b>
<b>Fall 2019</b>			<b>\$20,546.00</b>
Print Excel PDF			
<b>Estimated Financial Aid</b>			
<b>Description</b>			<b>Amount ( \$ )</b>
Brown University Scholarship			\$20,268.00
<b>Total Estimated Aid:</b>			<b>\$20,268.00</b>
<b>Account Activity</b>			
Search: <input type="text"/>			
<b>Description</b> ↑↓	<b>Code</b> ↑↓	<b>Date</b> ↓↑	<b>Amount ( \$ )</b> ↑↓
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

Also under the MY ACCOUNT Tab you can select to see Billing or 1098-T Statements. Click VIEW for the statement to open in a new browser window. A copy of the statement can be printed from that window.

## Statements

Billing Statements

1098-T Tax Statements

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


Show  entries

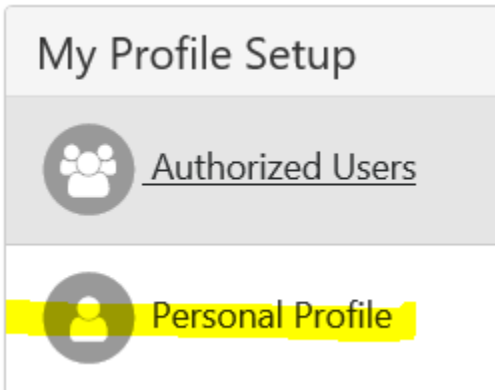
Search:

<b>Statement Date</b> ↓↑	<b>Due Date</b> ↑↓	<b>Amount</b> ↑↓	<b>Action</b> ↓
6/15/18	8/1/18	\$16,118.40	<input type="button" value="View"/>
6/1/18	8/1/18	\$14,989.00	<input type="button" value="View"/>



# Setup a Payment Profile & Preferred Payment Option

The Preferred Payment option allows easy setup of bank account information for electronic payments and refunds. If you have already set up a payment profile, go to Personal Profile, select the Payment Profile tab and use the gear  to mark your account as preferred.



BROWN



My Account   Make Payment   Payment Plans   Refunds   Help

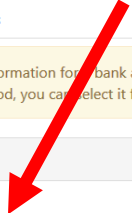
## My Profile

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.

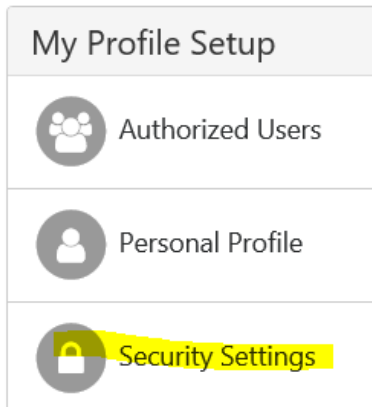
### Saved Payment Methods

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



## Setup Security (Two-Step Verification)

Before setting up an electronic refund account, Two-Step Security setup is required. This provides an extra layer of security on your account. On the home page, select “Security Settings”



Select your primary method for verification (Text, Email, Google Authentication). A passcode will be sent to you via the selected method to confirm. Enter it into the verification box.

## 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))

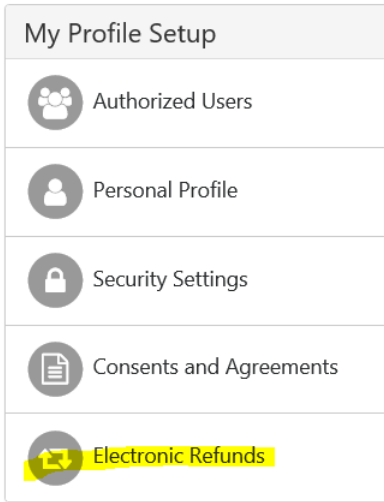
#### Backup Method (optional)

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

# Setting up Electronic Refunds (for Students)

Students can setup an electronic refund profile which will be used if the student account has a credit and is due a refund. Electronic Refunds can only be setup in the Student's Name.

From the Home Page select "Electronic Refunds" from "My Profile Setup"



The image shows a vertical menu titled "My Profile Setup". The menu items are: "Authorized Users", "Personal Profile", "Security Settings", "Consents and Agreements", and "Electronic Refunds". The "Electronic Refunds" item is highlighted with a yellow background and a red arrow pointing to it from the right.

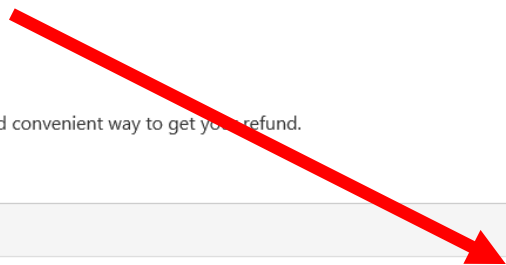
Use the Green "Set up Account" button to begin the process.

## eRefunds

eRefunds puts money in your account... FAST!

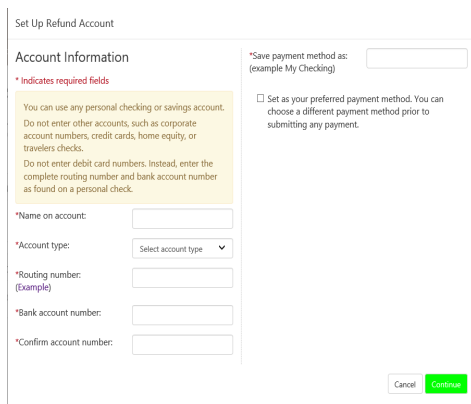
No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.

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



The image shows a section titled "Current Refund Method". Below the title, it says "A Direct Deposit account for refunds has not been set up." To the right of this message is a green button labeled "Set Up Account".

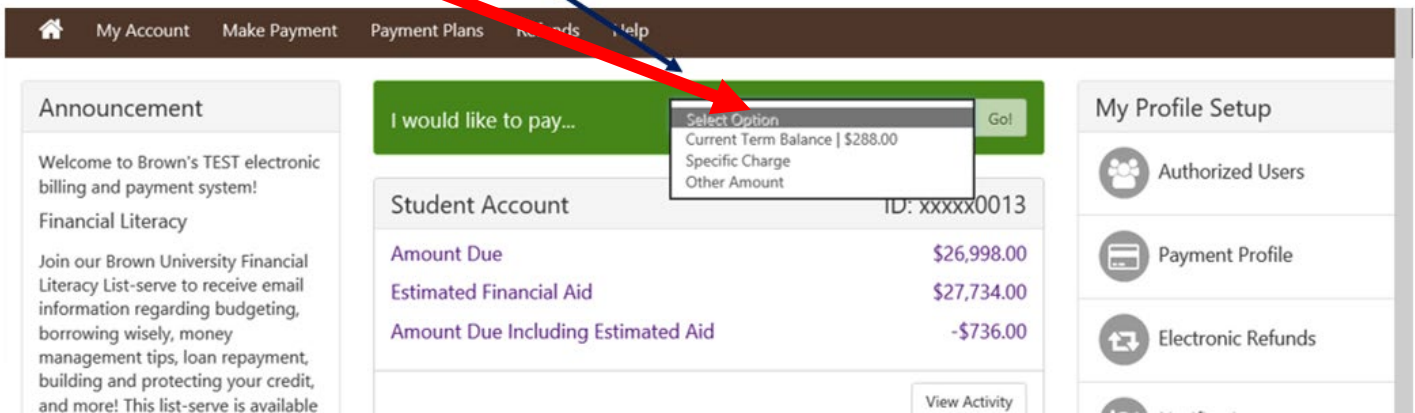
Enter the checking or savings account information and Save the Payment method. You will get an authorization form which you will need to agree and save. If you have previously set up a payment method you can link to that payment method for refunds.



The image shows a form titled "Set Up Refund Account". It is divided into two columns. The left column is titled "Account Information" and contains a yellow 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 travelers checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check." Below this are five input fields: "\*Name on account:", "\*Account type:" (with a dropdown menu), "\*Routing number: (Example)", "\*Bank account number:", and "\*Confirm account number:". The right column is titled "\*Save payment method as: (example My Checking)" and has a dropdown menu. Below that is a checkbox: " Set as your preferred payment method. You can choose a different payment method prior to submitting any payment." At the bottom right of the form are "Cancel" and "Continue" buttons.

# Making an Express Payment

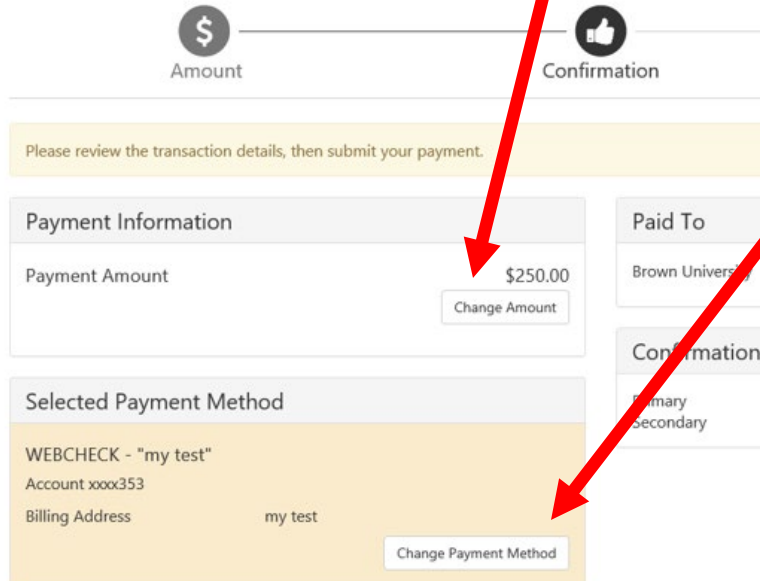
The Express payment option allows fewer 'clicks' to complete the payment process after a preferred payment method is established.



The Express Payment method provides a clear view of how much will be paid, the payment method and the confirmation email address.

You will always have the ability to change the amount of your payment or your payment method during the payment process.

## Account Payment



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## Making a Payment

You may choose to pay an amount different than the total amount due. You have options for how much you would like to pay on the Account Payment page.

Select the radio button for the payment and you can modify the amount in the box.

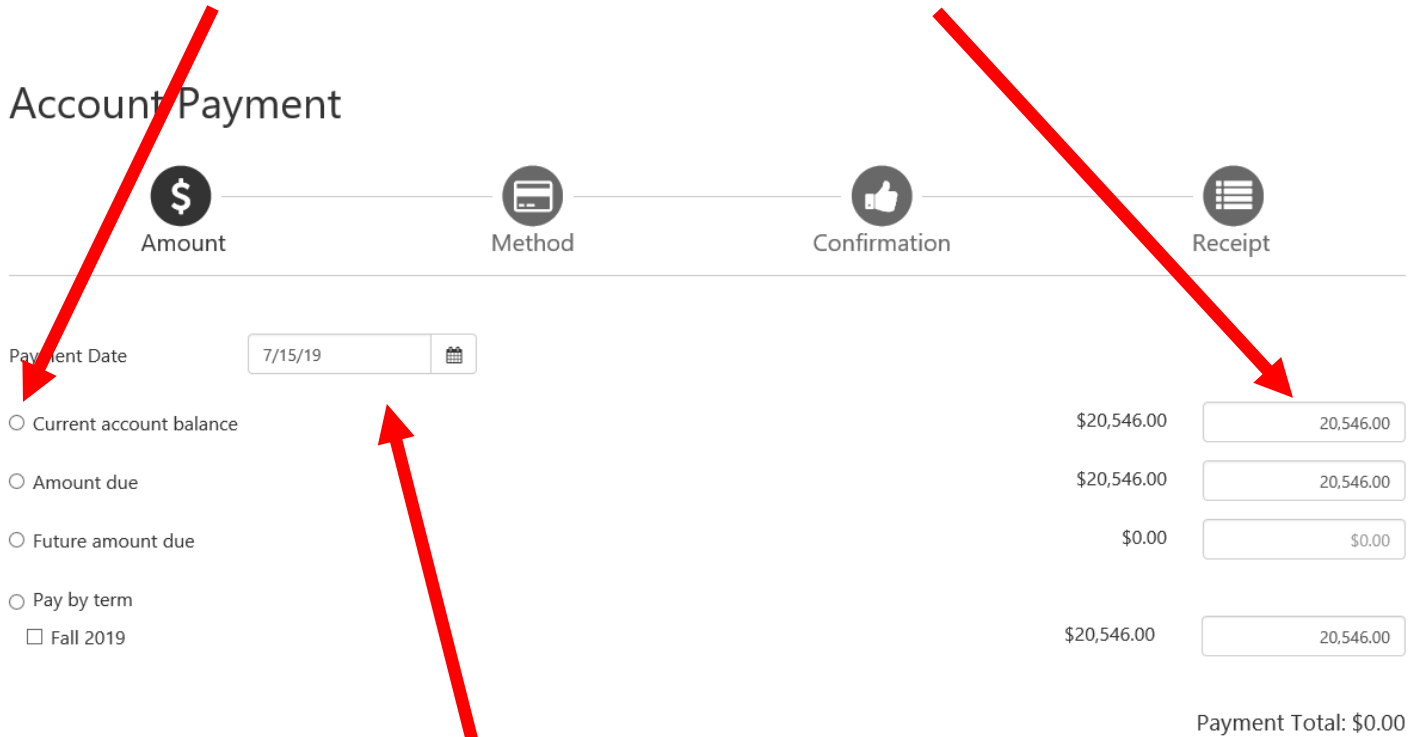
### Account Payment

Amount      Method      Confirmation      Receipt

Payment Date: 7/15/19

<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



## Making 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.



# Enroll in an Installment Payment Plan

Under the “Payment Plan” tab, students and families may choose to make semester payment via Brown University’s 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, and required fees (bookstore and other charges are not calculated into the plan and must be paid separately). More information may be found at our [Financing Options](#).

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

Manage Plans

Plan History

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.

Enroll Now

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

## Payment Plan Enrollment



Select



Schedule



Agreement

Select Term

Fall 2019



Select

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 deducted today. IF you enter an optional down payment amount that will be deducted today and will alter the amount of future payments.

**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 <input type="text" value="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>		

[Back](#)
[Cancel](#)
[Continue](#)

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.