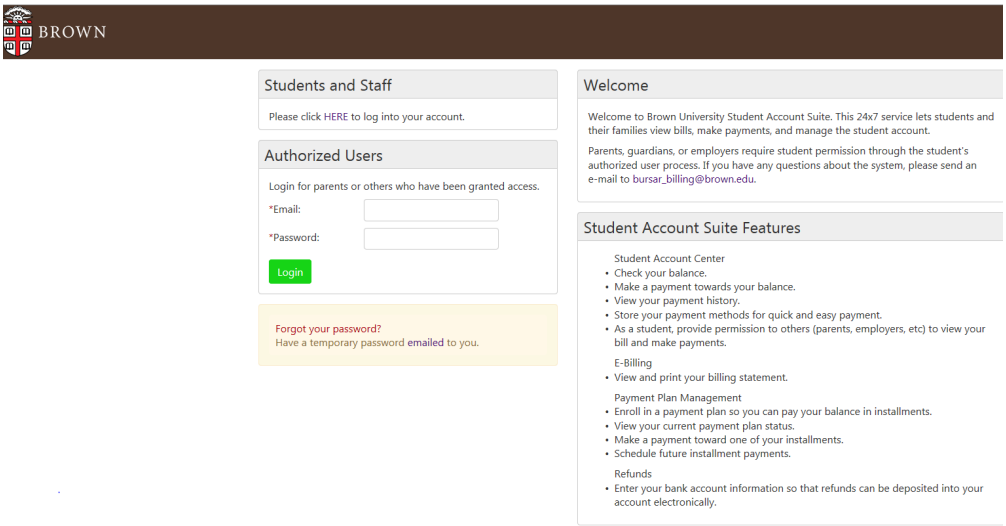
Ebill and Payment Software Instructions (revised June 2017):

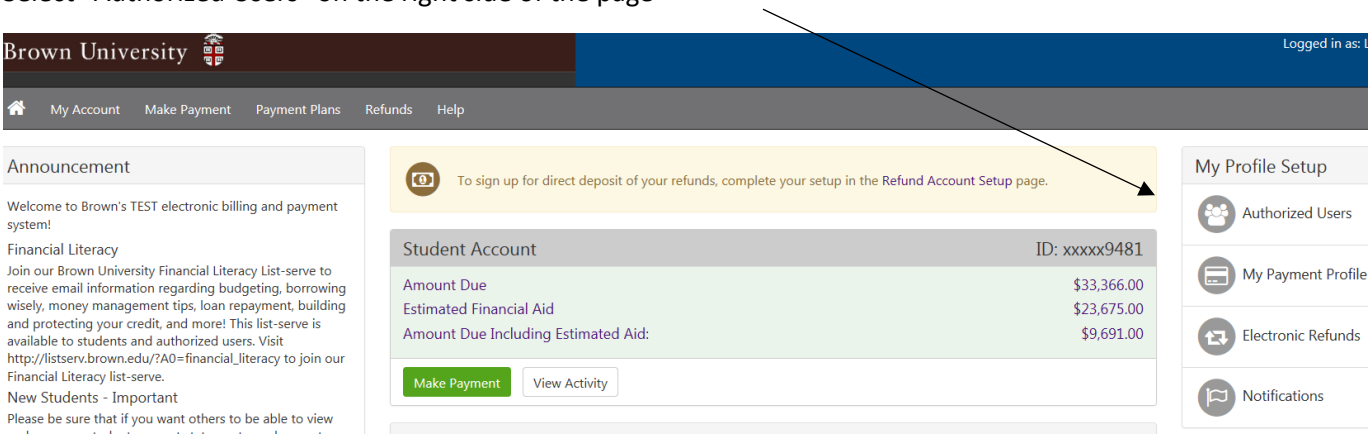
To access the system: https://payment.brown.edu



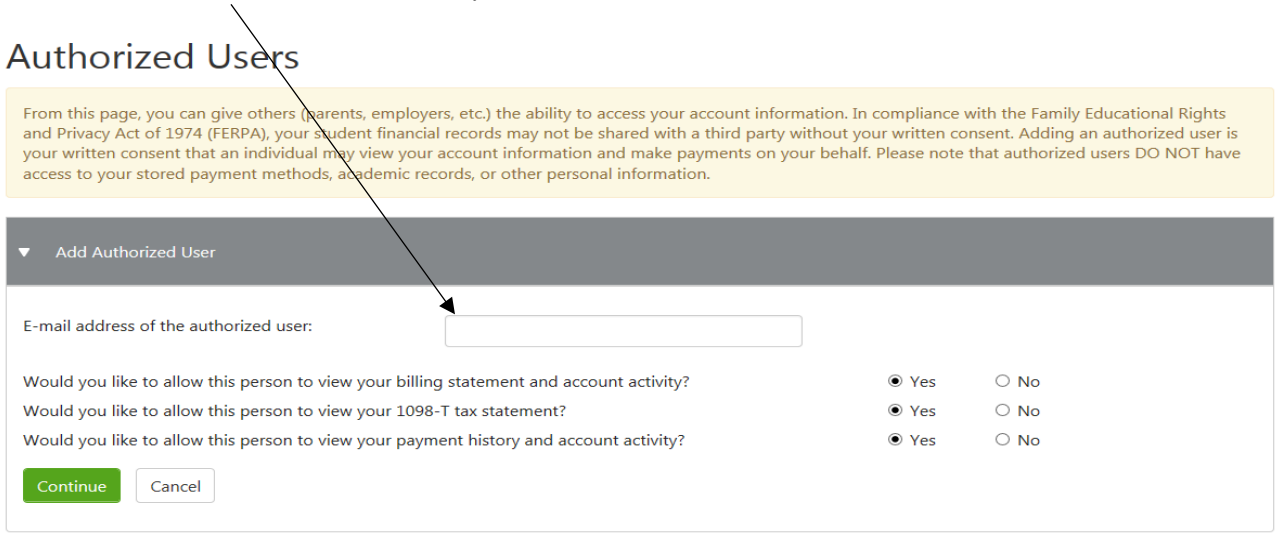
Student need to click the link and sign-in via a secure portal. You will use the same username and password that you use to access University services.

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

Select "Authorized Users" on the right side of the page

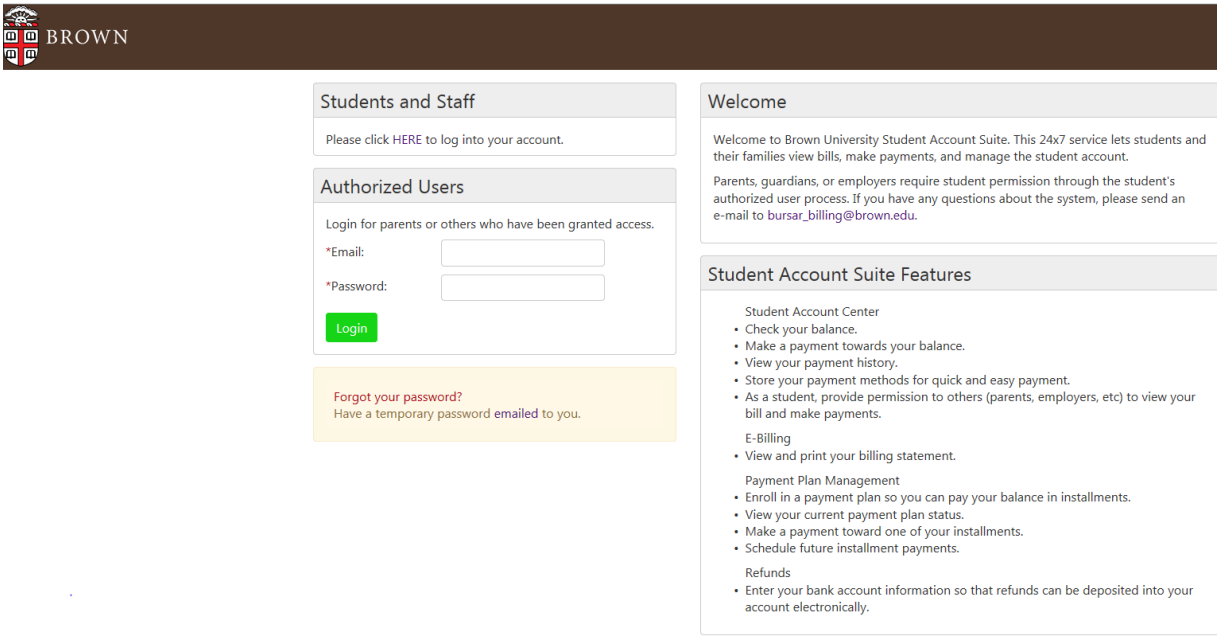


Add the email address of the individual you would like to add as an Authorized User.



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

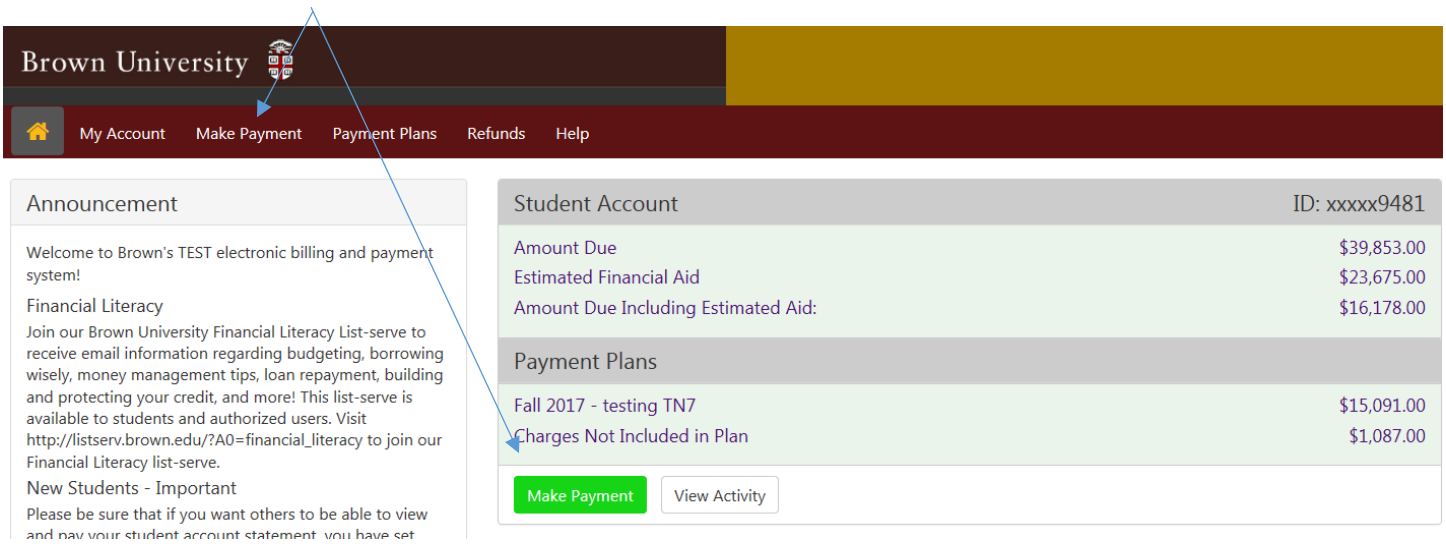
Authorized User Access: Authorized users enter the system through the same webpage, https://payment.brown.edu, and use the "Authorized Users" section.



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 (parent, guardians, grandparents, etc.).

Making a Payment

Click the "Make Payment" button or in the toolbar.



Follow the instructions on screen to first determine the payment amount and payment date. You can schedule payments with a future payment date. You can select the amount you wish to pay, either in full or partial payment.

Account Payment

Amount	Payment method	Confirmation	Payment Receipt

Select Payment

○ Current statement:	$24,762.00	$ 24,762.00
○ Current account balance:	$16,178.00	$ 16,178.00
○ Amount due:	$16,178.00	$ 16,178.00
○ Pay by line item:		

Paid items may appear in this list until the system has completed its payment record update.

	Description	Date	Term	Amount	Payment
☐	Bookstore Charge	(05/31/2017)	Fall 2017	$87.00	$ 87.00

Payment date:

6/7/17

Memo:

Continue by entering your account number and routing information. You can save time by setting up your account for refunds and saving this payment method for future payments. ONLY students are able to setup a refund option, this is not available for Authorized users.

Account Payment

Amount	Payment method	Confirmation	Payment Receipt

Select Payment Method

Payment amount: $1.00
Payment method:

New Electronic Check (checking/savings)

Select

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Account Information

Indicates required fields

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.

*Account type: Select account type

*Routing number:
(View example)

*Bank account number:

*Confirm account number:

*Name on account:

Refund Options

Only one account can be designated to receive refunds.

☐ Check here if you would like refunds to be deposited into this account.

Option to Save

☐ Save this payment method for future use

Save payment method as:
(example My Checking)

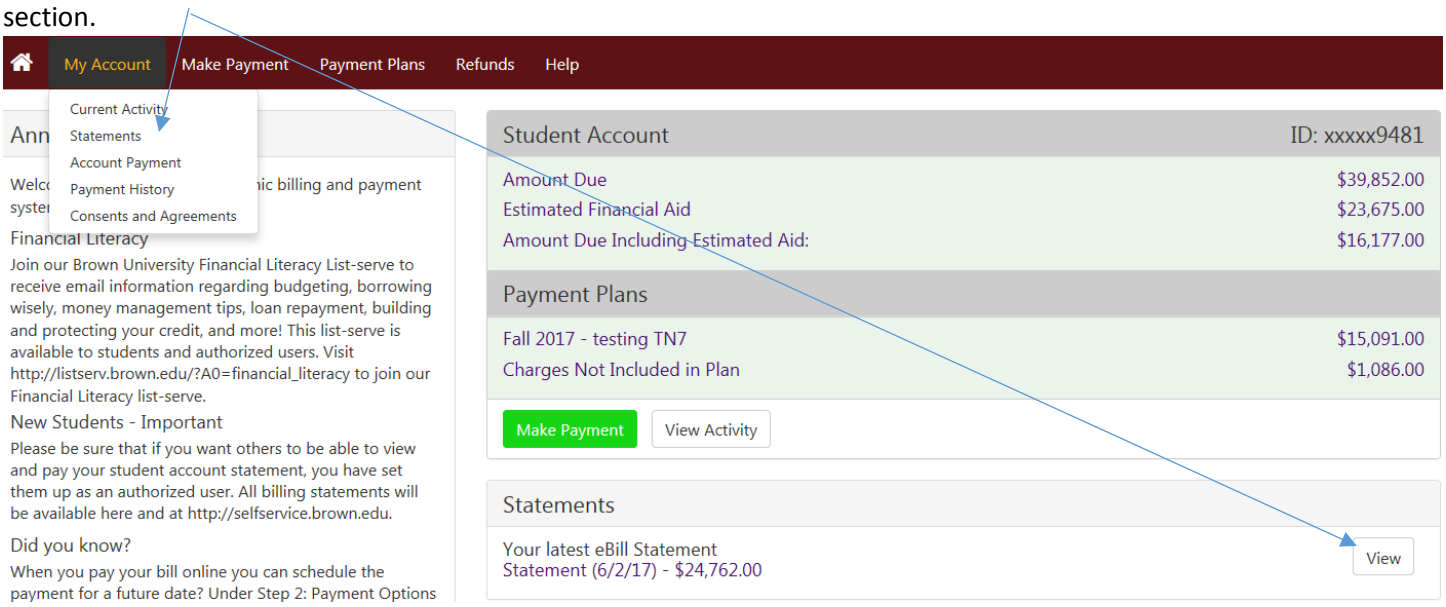
Agree to the Payment Authorization form. Once you click and agree you will receive a confirmation form on screen and also receive an email notification. If an authorized user makes a payment on your behalf, the authorized user will also receive a confirmation of the payment.

Please check your email9s) to verify that confirmation has been received.

Viewing Statements

The Touchnet EBLL System contains a copy of the bills that were sent to you on a monthly basis.

Under the "My Account" tab – select Statements; or select the View button on the home page under the Statements section.



The summary at the top reflects your most current billing statement. Use the drop down box to select previous staements. Please note the summary information under "Most Recent Billing Statement" will not change.