

## Ebill and Payment Software Instructions (revised June 2017):

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

The screenshot shows the login interface for the Student Account Suite. It includes a header with the Brown University logo, a navigation menu, and three main content areas: 'Students and Staff' with a 'HERE' link, 'Authorized Users' with email and password fields and a 'Login' button, and a 'Welcome' message. A 'Student Account Suite Features' list is also present.

**Students and Staff**  
Please click [HERE](#) to log into your account.

**Authorized Users**  
Login for parents or others who have been granted access.  
\*Email:   
\*Password:

**Forgot your password?**  
Have a temporary password emailed to you.

**Welcome**  
Welcome to Brown University Student Account Suite. This 24x7 service lets students and their families view bills, make payments, and manage the student account.  
Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to [bursar\\_billing@brown.edu](mailto:bursar_billing@brown.edu).

**Student Account Suite Features**

- Student Account Center
  - Check your balance.
  - Make a payment towards your balance.
  - View your payment history.
  - Store your payment methods for quick and easy payment.
  - As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.
- E-Billing
  - View and print your billing statement.
- Payment Plan Management
  - Enroll in a payment plan so you can pay your balance in installments.
  - View your current payment plan status.
  - Make a payment toward one of your installments.
  - Schedule future installment payments.
- Refunds
  - Enter your bank account information so that refunds can be deposited into your account electronically.

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

The screenshot shows the dashboard after login. It features a navigation bar, an announcement, a student account summary table, and a 'My Profile Setup' sidebar. An arrow points from the 'Authorized Users' link in the sidebar to a yellow banner at the top of the dashboard.

**Brown University** Logged in as: L

My Account Make Payment Payment Plans Refunds Help

**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 to students and authorized users. Visit [http://listserv.brown.edu/?A0=financial\\_literacy](http://listserv.brown.edu/?A0=financial_literacy) to join our Financial Literacy list-serve.  
New Students - Important  
Please be sure that if you want others to be able to view

**Student Account** ID: xxxxx9481

Amount Due	\$33,366.00
Estimated Financial Aid	\$23,675.00
Amount Due Including Estimated Aid:	\$9,691.00

**My Profile Setup**

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

## Authorized Users

The screenshot shows the 'Add Authorized User' form. It includes a warning message, a text input field for the email address, and three radio button questions with 'Yes' and 'No' options. 'Continue' and 'Cancel' buttons are at the bottom.

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?  Yes  No

Would you like to allow this person to view your 1098-T tax statement?  Yes  No

Would you like to allow this person to view your payment history and account activity?  Yes  No

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 screenshot shows the login interface for Authorized Users. At the top left is the Brown University logo. The main content area is divided into three sections: 'Students and Staff' with a link to log in, 'Authorized Users' with a login form for email and password, and a 'Welcome' message. The 'Authorized Users' section includes a 'Forgot your password?' link. The 'Welcome' message explains the 24x7 service and provides contact information for bursar\_billing@brown.edu. The 'Student Account Suite Features' section lists various services like checking balance, making payments, and setting up payment plans.

**Students and Staff**  
Please click [HERE](#) to log into your account.

**Authorized Users**  
Login for parents or others who have been granted access.  
\*Email:   
\*Password:   
[Login](#)

**Welcome**  
Welcome to Brown University Student Account Suite. This 24x7 service lets students and their families view bills, make payments, and manage the student account.  
Parents, guardians, or employers require student permission through the student's authorized user process. If you have any questions about the system, please send an e-mail to [bursar\\_billing@brown.edu](mailto:bursar_billing@brown.edu).

**Student Account Suite Features**

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  - Check your balance.
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  - Enter your bank account information so that refunds can be deposited into your account electronically.

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.

The screenshot shows the dashboard for a student account. At the top is the Brown University logo and a navigation toolbar with buttons for 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. The 'Make Payment' button is highlighted with a blue arrow. Below the toolbar is an 'Announcement' section with text about financial literacy and a link to a list-serve. To the right is a 'Student Account' summary table showing the amount due, estimated financial aid, and payment plans. At the bottom of the summary table are 'Make Payment' and 'View Activity' buttons.

**Brown University**

My Account Make Payment Payment Plans Refunds Help

**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 to students and authorized users. Visit [http://listserv.brown.edu/?A0=financial\\_literacy](http://listserv.brown.edu/?A0=financial_literacy) to join our Financial Literacy list-serve.  
**New Students - Important**  
Please be sure that if you want others to be able to view and pay your student account statement you have set

Student Account		ID: xxxxx9481
Amount Due		\$39,853.00
Estimated Financial Aid		\$23,675.00
Amount Due Including Estimated Aid:		\$16,178.00
Payment Plans		
Fall 2017 - testing TN7		\$15,091.00
Charges Not Included in Plan		\$1,087.00

[Make Payment](#) [View Activity](#)

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
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## 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
<input type="checkbox"/>	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
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## Select Payment Method

Payment amount: \$1.00  
Payment method:  
New Electronic Check (checking/savings)

**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:

\*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 email(s) to verify that confirmation has been received.

## Viewing Statements

The Touchnet EBL 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 screenshot shows a web interface with a dark red navigation bar containing 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. A dropdown menu is open under 'My Account', listing 'Current Activity', 'Statements', 'Account Payment', 'Payment History', and 'Consents and Agreements'. Below the navigation, there are several content sections: 'Financial Literacy' with a list-serve sign-up, 'New Students - Important' with a note about account setup, and 'Did you know?' with a tip about scheduling payments. The main content area features three summary cards: 'Student Account' (ID: xxxxx9481) with 'Amount Due' of \$39,852.00, 'Estimated Financial Aid' of \$23,675.00, and 'Amount Due Including Estimated Aid' of \$16,177.00; 'Payment Plans' showing 'Fall 2017 - testing TN7' for \$15,091.00 and 'Charges Not Included in Plan' for \$1,086.00; and 'Statements' with a 'View' button for the latest eBill Statement (6/2/17) - \$24,762.00. A blue arrow points from the 'View' button in the Statements card to the 'View' button in the Payment Plans card.

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

## Statements

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

Select the statement to view:

### Most Recent Billing Statement

Current balance includes activity since your last statement, including recent payments and new charges.

Account Description	Statement Date	Statement Amount	Current Balance	Action
Student Account Statement -- Payment Due On 8/1/17	6/2/17	\$24,762.00	\$16,177.00	<a href="#">View</a>   <a href="#">Pay</a>

### Account Activity Since Last Statement

Click a column header to sort the entries.

Description	Code	Date	Amount ( \$ )
ACH Payment	2001	6/7/17	-\$1.00
<b>Total:</b>			<b>-\$1.00</b>