Ebiller and Payment Software Instructions:

Student login: Use the same user name and password that you use to access University services.

Authorized User login: Use the email address that the student added for your access.
The Preferred Payment option allows easy setup of bank account information for electronic payments and refund. If you have already set up a payment profile, go to Payment Profile and use the gear to mark your account as preferred.

If you have not set up a payment profile, you will be able to make your account as preferred during the set up process.

Select the Express payment 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**

![Image of account payment interface]

- **Payment Information**
  - Payment Amount: $250.00
  - Change Amount

- **Selected Payment Method**
  - WEBCHECK - "my test"
  - Account: xxx0353
  - Billing Address: my test
  - Change Payment Method

Please review the transaction details, then submit your payment.

**Paid To**
- Brown University

**Confirmation**
- Primary
- Secondary

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

Select the “AUTHORIZED USERS” tab. Add the email address(s) of the individual(s) you would like as your Authorized User(s).

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](https://payment.brown.edu).
Viewing Statements

The TouchNet EBILL System contains a copy of the bills that were sent to you during the academic year.

Under the MY ACCOUNT tab, or the Statement section of the front screen, review your current and previous bills. You can see all charges and payments posted to the account. This information may be printed for each term. 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.

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.