Accessing EBill Payment System

Student login:

Access [https://payment.brown.edu](https://payment.brown.edu)

Select the “click here” option under “Students and Staff”

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

Authorized User login:

Access [https://payment.brown.edu](https://payment.brown.edu)

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

Set up an Authorized User to view your account, statements, and make payments on your behalf (accessible by students only)

Select “Authorized User” from My Profile Setup

Add your Authorized User(s) email address here and select 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.

Agreement to Add Authorized User

I hereby authorize Brown University to grant xxxx@xxxx.com full access to my accounts, including ability to view all monthly billing statements, payment history, and/or make payments accordingly. My checking account information will remain confidential and hidden from all other users. I understand that I am still primarily responsible for ensuring that all my accounts are paid on time and in full.

This agreement is dated Thursday, January 25, 2018.

For fraud detection purposes, your internet address has been logged:

128.148.231.14 at 1/25/18 2:15:51 PM EST

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.

Please check the box below to agree to the terms and continue.

I Agree
You may add multiple Authorized Users by repeating the steps above.

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

The EBILL System contains a copy of the student account statements 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.
Setup a Payment Profile & Preferred Payment Option

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.
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.
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.