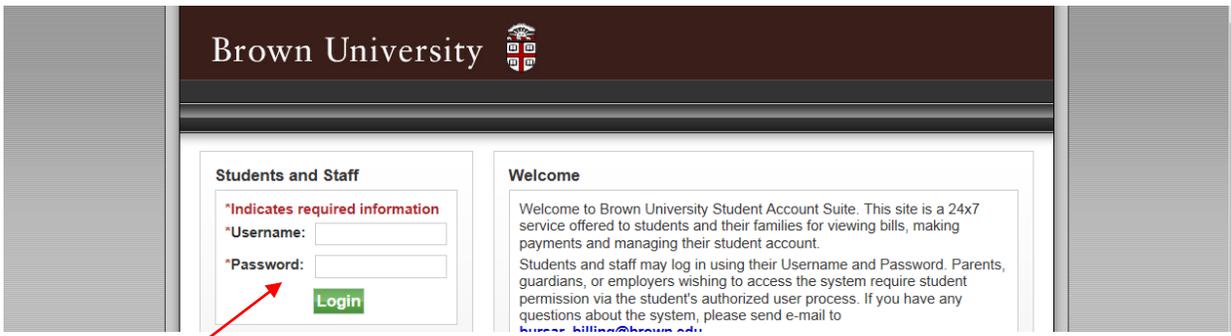


Ebill and Payment Software Instructions:

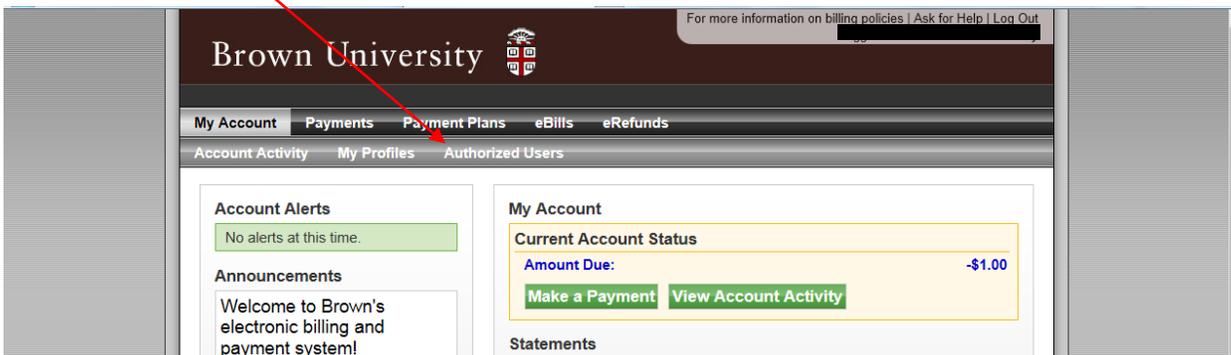
To access the system: <https://payment.brown.edu>



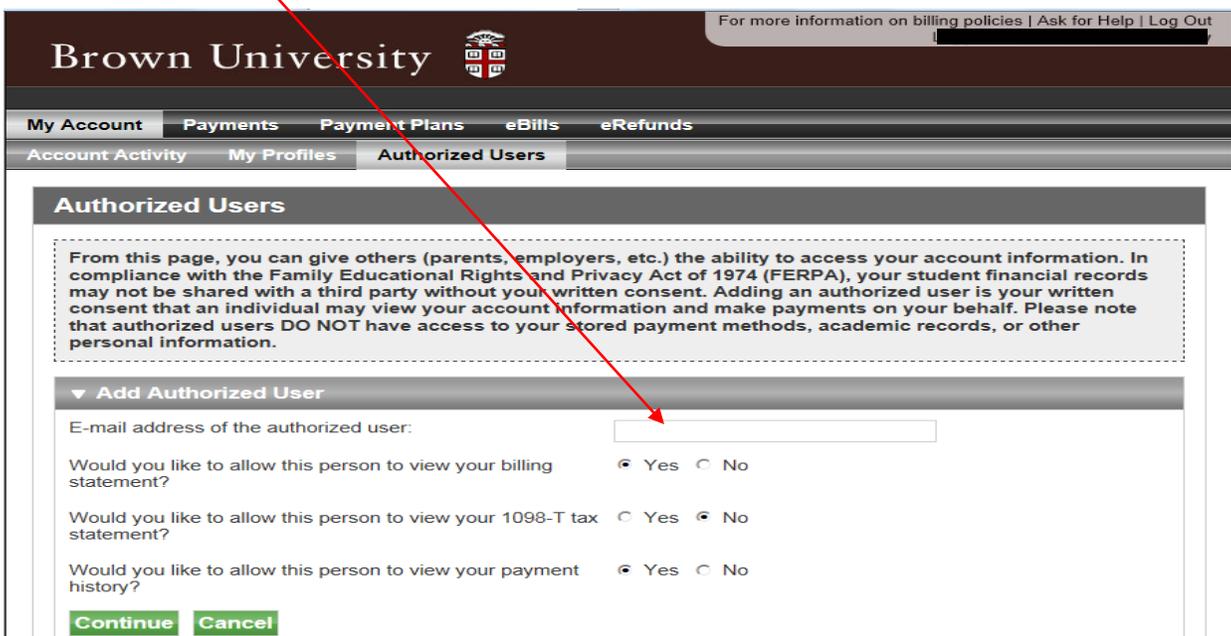
Enter your Username and password . This is the same username and password that you use to access email or other University services.

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 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.

Brown University

Students and Staff

*Indicates required information

*Username:

*Password:

Login

Authorized Users

Login for parents or others who have been granted access.

*E-mail:

*Password:

Login

Forgot your password?
Have a temporary password e-mailed to you.

Welcome

Welcome to Brown University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account. Students and staff may log in using their Username and Password. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to 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.

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 (parents, guardians, grandparents, etc.).

Making a Payment

Under the “PAYMENTS” tab select the “Make a Payment” button.

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For more information on billing policies | Ask for Help | Log Out

My Account Payments Payment Plans eBills eRefunds

Account Payment Payment History

Account Payment

Cancelled making payment!

Account Payment

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

Amount Due: -\$1.00

Make a Payment

Pending Payments

No payments have been set up.

Follow the instructions on screen to first determine the payment amount and payment date. You can schedule payments with a future payment date.

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For more information on billing policies | Ask for Help | Log Out

My Account | Payments | Payment Plans | eBills | eRefunds

Account Payment | Payment History

Account Payment

Amount	Payment Method	Confirmation	Receipt
--------	----------------	--------------	---------

Select Payment

Current account balance: -\$1.00 \$

Payment Date: 7/18/13

Memo:

Continue

Continue by entering your account number and routing information.

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For more information on billing policies | Ask for Help | Log Out

My Account | Payments | Payment Plans | eBills | eRefunds

Account Payment | Payment History

Account Payment

Amount	Payment Method	Additional Items	Confirmation	Receipt
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Select Payment Method

Payment amount: \$1.00

Payment method: New Electronic Check (check)

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Account Information
*Indicates required fields
Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.

*Account type: Select account type

*Routing number: (View example)

*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.

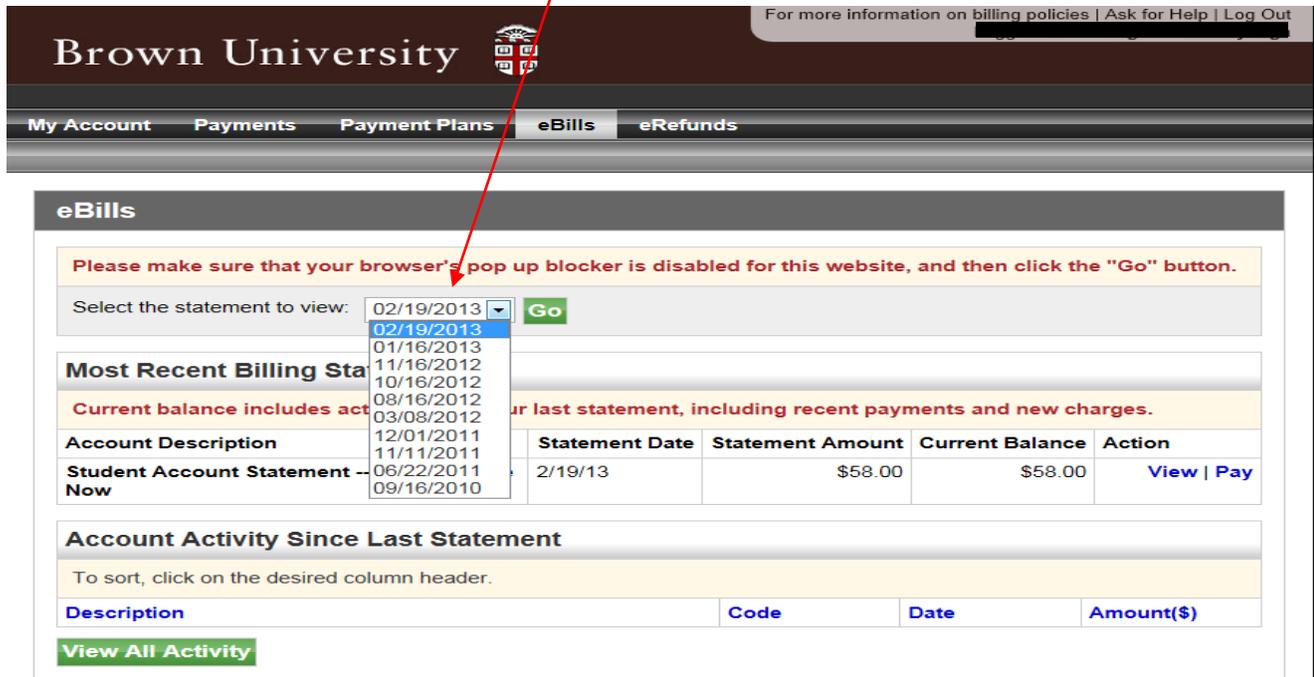
Agree to the Payment Authorization form. Once you click and agree you will receive a confirmation form on screen and also receive an email notification. If an authorized user makes a payment on your behalf, the authorized user will also receive a confirmation of the payment.

Please check your email(s) to verify that confirmation has been received.

Viewing Statements

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

Under the "EBILL" tab, review your current and previous bills. 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.



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For more information on billing policies | Ask for Help | Log Out

My Account Payments Payment Plans **eBills** eRefunds

eBills

Please make sure that your browser's pop up blocker is disabled for this website, and then click the "Go" button.

Select the statement to view:

Most Recent Billing Statement

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

Account Description	Statement Date	Statement Amount	Current Balance	Action
Student Account Statement - Now	2/19/13	\$58.00	\$58.00	View Pay

Account Activity Since Last Statement

To sort, click on the desired column header.

Description	Code	Date	Amount(\$)
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[View All Activity](#)