Making Changes to Saved Payment Method

If your saved payment method needs to be changed, you must first enter a new saved payment method and then delete the existing/incorrect one. The eBill and Payment system does not allow users to modify an existing payment method.

1. Log into the University’s eBill and Payment system at https://payment.brown.edu
2. Select “Payment Profile” from the right side menu.
3. Go to the Add New Payment Method section and using the drop down next to Select Method choose “Electronic Check (checking/savings)
   
4. When adding the newest payment method, please pay close attention to the account number. The account number should be a U.S. personal savings or checking account number and not the number listed on a bank, money market or debit card.
5. Once your account information is entered, CONTINUE and check to agree to the payment agreement. You will see a confirmation on screen that your payment method has been saved. You will see the payment method under “Saved Payment Methods”
IMPORTANT: If you have a bad account number attached to a scheduled Installment Payment Plan – you MUST update EACH scheduled payment.

6. From the home page go to the scheduled payments section:

7. Use the Gear Icon to select “Edit”

8. Using the drop down next to the Method option, select the new payment method you just created and select “SAVE”

9. You must do this for each of your scheduled payments.

10. Return to the Payment Profile section and using the gear icon, select “Delete” for the incorrect payment method.
11. Confirm that you want to delete that payment method by clicking “OK”. You will not be able to delete the payment method if there are any scheduled payments still using the wrong account.