



E-Bill Instructions for Pre-College and Summer Undergraduate Programs

1. Accessing E-Bill Payment System for the First Time – Students Only

Only students will initially be able to access the E-Bill system. Parents/guardians will not be able to access the system until the student sets them up as an Authorized User (directions below).

- Access <https://payment.brown.edu>.
- Select the “Student Access” option.
- You will then be redirected to the Brown University authentication page; use the user name and password that you created when you activated your student account to sign in.

Welcome to the Brown University Student Account Payment System

[Student Access](#)

[Authorized User](#)

Login for parents or others who have been granted access.

Email:

Password:


[Forgot Password](#) [Login](#)

After 5 failed attempts your account will be locked for 30 minutes. Please wait and then select the forgot password button to generate a new password.

Online account features:

- Check student account balance and billing statement
- Make payment and save payment methods
- Students - setup your e-Refund account
- Students - setup your parents or others as Authorized User
- Enroll in Installment Payment Plan

Need help? See instructions ...
[Brown University eBill and Payment Software Instructions](#)

 **BROWN UNIVERSITY**

Authentication Required


Enter your Brown credentials

Username:

Password:

[Log In](#)

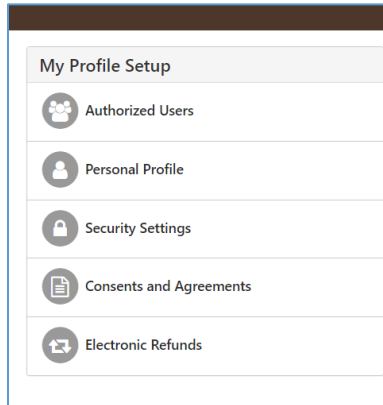
[Brown Home](#) | [Help](#) | [myAccount](#) | **New Users:** [Activate your account now](#)

 **Shibboleth.** Need to know more? Learn more about [Shibboleth at Brown](#).

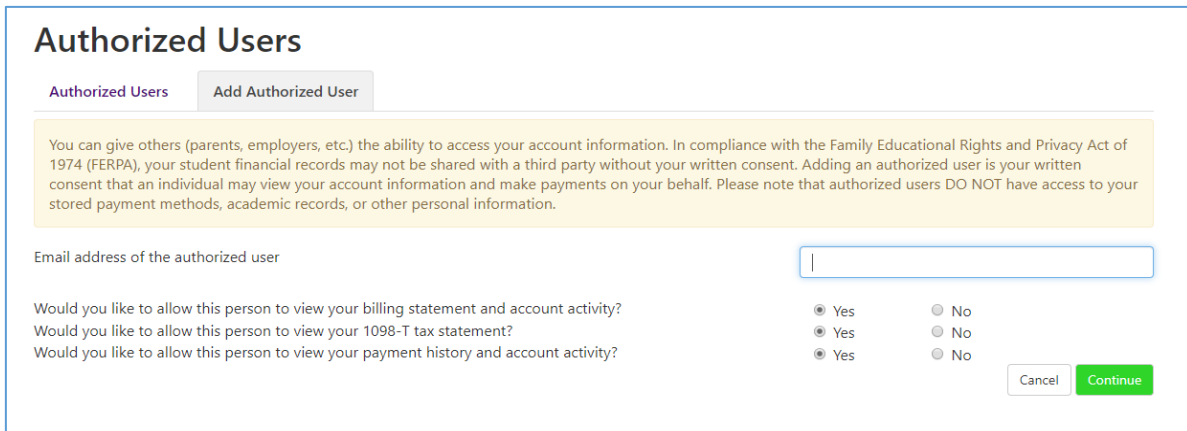
2. Setting up Authorized User(s) – Students Only

Students must complete this step in order for parents/guardians to access the system

- Once logged into E-Bill, students should select “Authorized Users” from the “My Profile Setup” menu (on the right side of the home page).



- Click on the “Add Authorized User” tab and add your Authorized User’s email address.

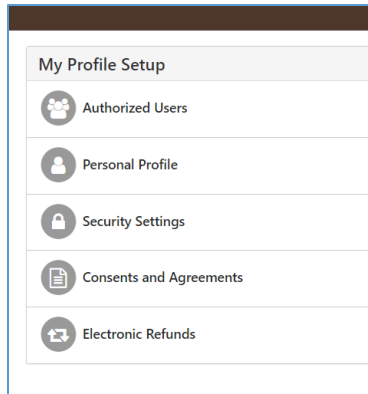
A screenshot of the 'Authorized Users' form. At the top, there are two tabs: 'Authorized Users' and 'Add Authorized User'. Below the tabs is a yellow warning box with text about FERPA and consent. Underneath is a text input field for the 'Email address of the authorized user'. Below the input field are three questions with radio button options for 'Yes' and 'No': 'Would you like to allow this person to view your billing statement and account activity?', 'Would you like to allow this person to view your 1098-T tax statement?', and 'Would you like to allow this person to view your payment history and account activity?'. At the bottom right, there are 'Cancel' and 'Continue' buttons.

- Select yes/no to the access type you would like for your Authorized User, then select the “Continue” button.
- Complete the Authorized User process by reading the agreement and checking the “I Agree” box at the bottom, then “Continue.”
- Multiple Authorized Users may be added by repeating the steps above.
- Your Authorized User will receive an email with a temporary password to access the system. If the email has not been received within 5 minutes, we recommend checking spam / junk email boxes.
- Temporary passwords expire within a few days. We recommend that Authorized Users login and change their password as soon as possible.

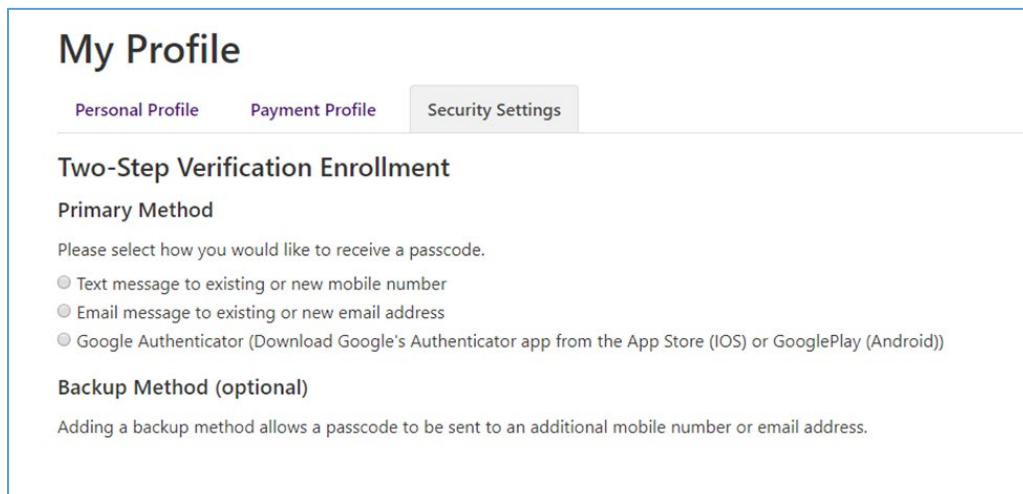
3. Setting up an electronic refund profile – Students Only

Only students can complete this process, even if Authorized Users have already been set-up. We recommend that students create an electronic refund profile right away, to speed up the refund process in the event of an account overpayment. Students must first set up two-step verification (which only takes a few moments). Student who pay using Flywire do not need to set up a refund account.

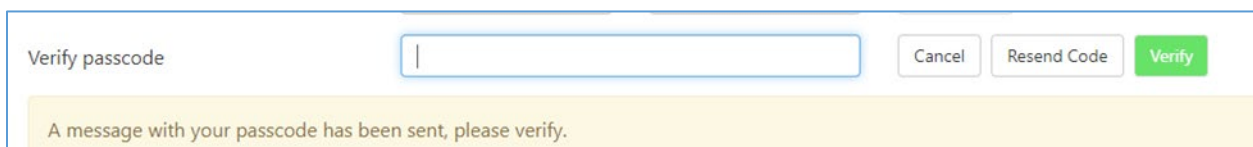
- From the Home Page, select “Security Settings” from the “My Profile Setup” menu (on the right side of the home page).



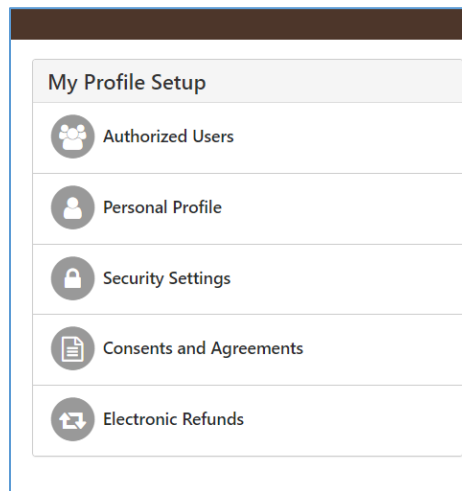
- After clicking on the Security Settings link, the following page will be displayed. The student can choose to receive a verification code by text, email, or Google Authenticator. Based on their selection, a popup box will appear where they will enter their cell phone or email information. Then click “Send Code.”



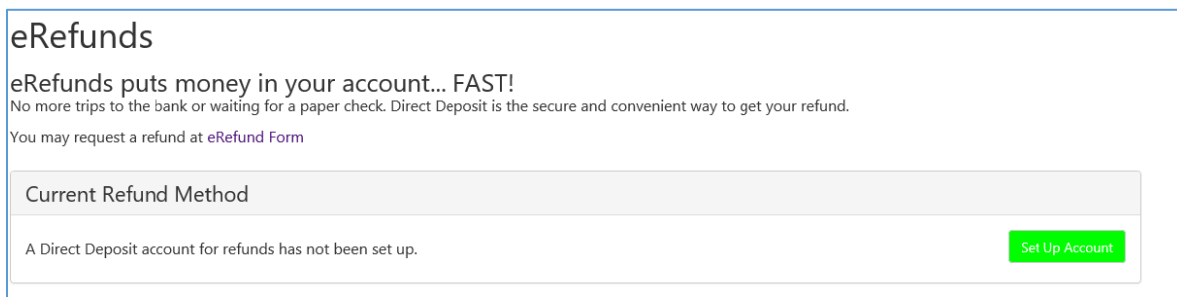
- When the following popup appears, enter the passcode and click Verify.



- Once the Two-Step verification is set up, return to the Home Page, then select “Electronic Refunds” from the “My Profile Setup” menu (on the right side of the home page).



- Click on the green “Set Up Account” button to begin the process.

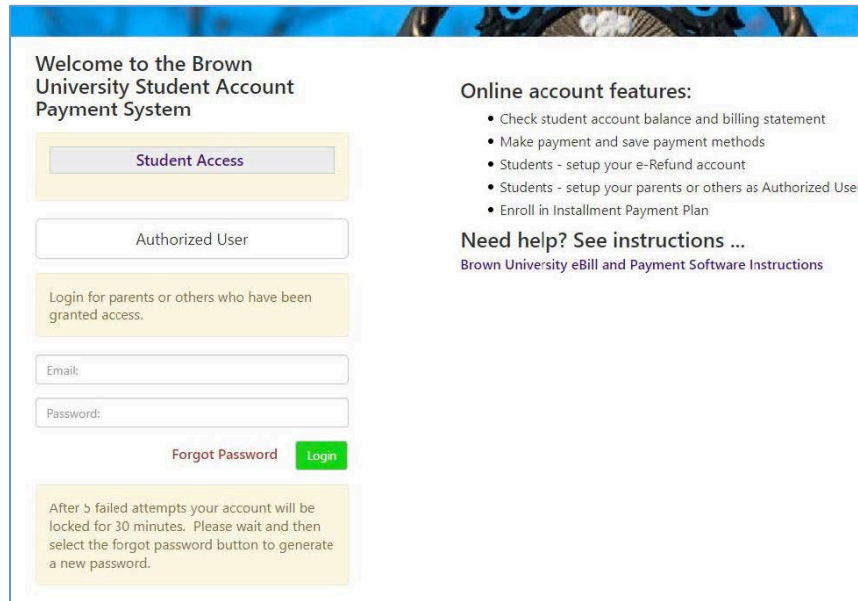


- Enter the checking or savings account information and Save the Payment method*. You will get an authorization form which you will need to agree to and save.

*Clicking on “Set as your preferred payment method” now will allow easy setup of bank account information for electronic payments later and will allow you to schedule a payment for a future date when making your payment.

4. Signing in as an Authorized User

- Access <https://payment.brown.edu> - Use the email address and password added during the Authorized User set-up to sign in.



Welcome to the Brown University Student Account Payment System

[Student Access](#)

[Authorized User](#)

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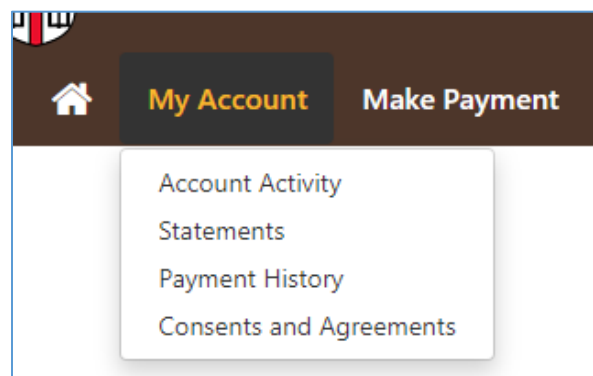
Need help? See instructions ...
Brown University eBill and Payment Software Instructions

- When Authorized Users sign in for the first time, they will be asked to enter their full name and to reset their password.

5. Viewing Student Account

The EBILL System contains student account activity history and allows you to print or download a pdf of your account activities.

- Under the “My Account” tab (on the top left of the Home Page), select “Account Activity” to view all the charges and payments made to your Student Account.



- Please Note: Account Activity is displayed by term. Your program fees will appear under the summer term. Your payments, however, may appear under fall or spring. Please be assured that regardless of which term your payment appears to be posted in, it has been applied to summer fees.

Student Account Balance \$0.00

SPS Summer 2019 \$0.00

Print Excel PDF

Account Activity Search:

Description	Code	Date	Amount (\$)
SPS Housing	CHOU	5/21/19	\$310.00
SPS Meal Plan	CMEA	5/21/19	\$288.00
SPS Course Fee	CCRS	5/21/19	\$2,178.00
SPS Credit Card Payment	2002	5/16/19	-\$300.00
Term Balance:			\$0.00
Term Balance Including Estimated Aid:			\$0.00

Spring 2019 \$0.00

Print Excel PDF

Account Activity Search:

Description	Code	Date	Amount (\$)
ACH Payment	2001	5/21/19	-\$2,476.00
Term Balance:			\$0.00
Term Balance Including Estimated Aid:			\$0.00

- Monthly statements are not available for Summer Pre-College programs; however, you can print a copy of your account statement within Account Activity by selecting the Print or PDF button at the top right.

Account Activity Expand All Print Excel PDF

Filter activity by Full account activity View Activity

Student Account Balance	\$0.00
▶ SPS Summer 2019	\$0.00
▶ Spring 2019	\$0.00

Print View

Student Account - SPS Summer 2019 - Account Activity Logged in as:

Description	Code	Date	Amount (\$)
SPS Housing	CHOU	3/9/19	\$620.00
SPS Supplemental Fee	CSUP	3/9/19	\$50.00
SPS Meal Plan	CMEA	3/9/19	\$576.00
SPS Course Fee	CCRS	3/9/19	\$5,284.00
SPS Credit Card Payment	2002	3/2/19	-\$300.00
Term Balance:			\$0.00
Term Balance Including Estimated Aid:			\$0.00

Student Account - Spring 2019 - Account Activity

Description	Code	Date	Amount (\$)
ACH Payment	2001	4/6/19	-\$6,230.00
Term Balance:			\$0.00
Term Balance Including Estimated Aid:			\$0.00

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PDF View

Student Account - SPS Summer 2019 - Account Activity Logged in as:

Description	Code	Date	Amount (\$)
SPS Housing	CHOU	3/9/19	\$620.00
SPS Supplemental Fee	CSUP	3/9/19	\$50.00
SPS Meal Plan	CMEA	3/9/19	\$576.00
SPS Course Fee	CCRS	3/9/19	\$5,284.00
SPS Credit Card Payment	2002	3/2/19	-\$300.00
Term Balance:			\$0.00
Term Balance Including Estimated Aid:			\$0.00

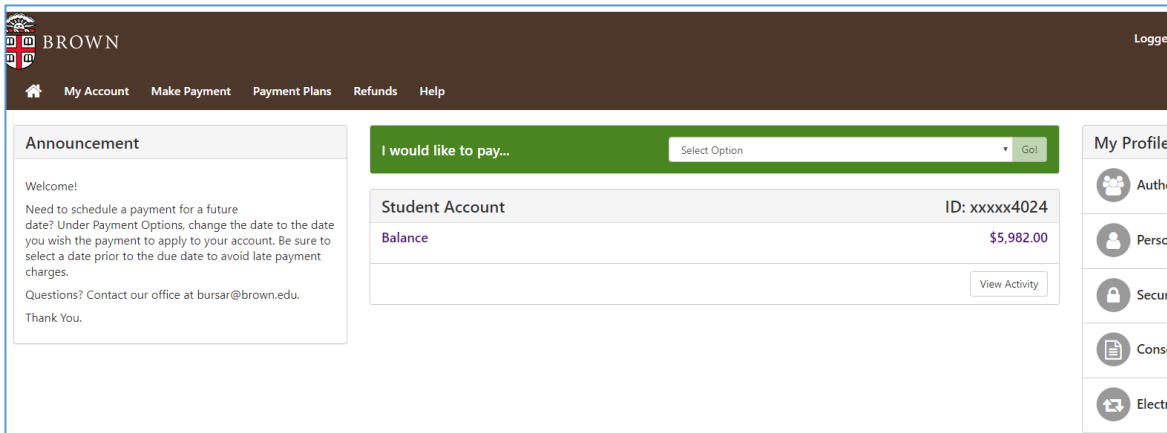
Student Account - Spring 2019 - Account Activity

Description	Code	Date	Amount (\$)
ACH Payment	2001	4/6/19	-\$6,230.00
Term Balance:			\$0.00
Term Balance Including Estimated Aid:			\$0.00

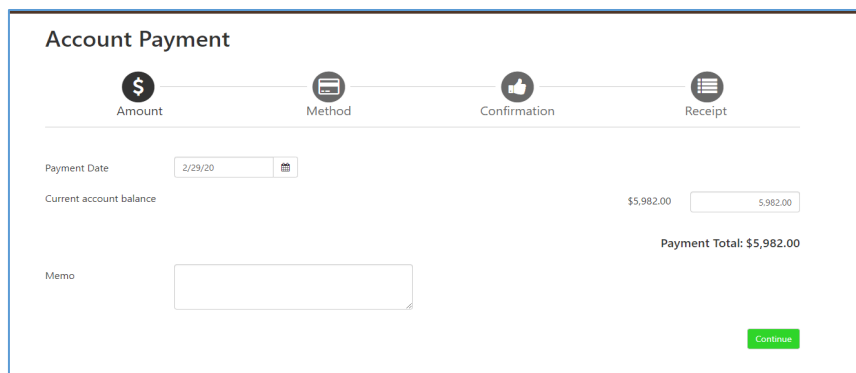
6. Making a Payment

Students or Authorized Users may choose to pay the full balance due at one time or make multiple payments of smaller amounts (as long as the full balance is paid by the payment deadline).

- From the Home Page, click on the “Make Payment” tab (on the top left of the Home Page).



- Keep the current payment date to pay immediately, or set it for a future desired date.
 - In order to schedule the payment for a future date, you MUST have a saved payment method set up (See section 4: Setting up an electronic refund profile).
- Click “Continue” to pay the full balance on the selected payment date, or change the payment amount and click “Continue” to make a partial payment.



Having trouble signing in as an Authorized User?

- Ensure that your student has first signed into E-Bill and set you up as an Authorized User.
- If your student forgot their password, they should have it reset at <https://myaccount.brown.edu/>.
- If the Authorized User is still having trouble accessing E-Bill (payment.brown.edu), please contact us by email at precollegebilling@brown.edu or by phone at 401-863-7900. We can validate setup and resend password.

Other Difficulty?

- Credit cards are only accepted for payment of applications fees and deposits. Account balances cannot be paid by credit card.
- Payments can only be made from U.S. checking or savings accounts. International students should pay by [Flywire](#).
- Attempting to pay from a phone or iPad sometimes causes a problem. Please try making the payment on a regular laptop or desktop computer, preferably using Chrome.

Contact Us:

- General access questions: <mailto:precollege@brown.edu> or 401-863-7900.
- Specific billing/payment questions: precollegebilling@brown.edu