E-Bill Instructions for
Pre-College Programs

(Students in the Pre-Baccalaureate or other credit-bearing programs should follow the general [E-Bill & Payment Guide]().)

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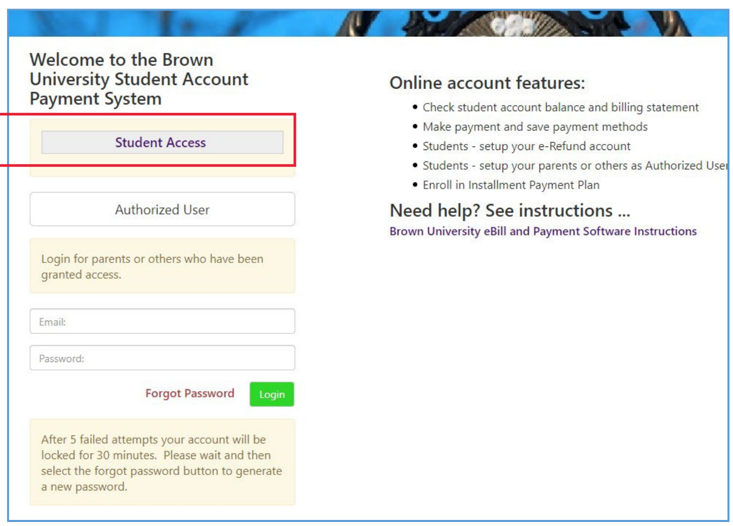
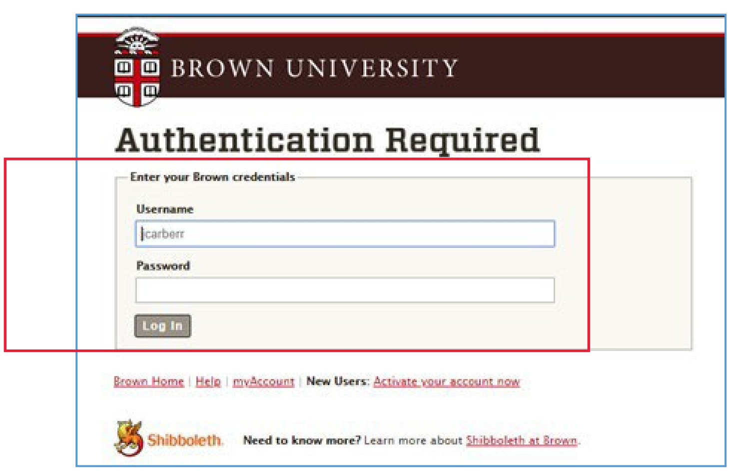
1. Access E-Bill Payment System for the First Time – Students Only

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.

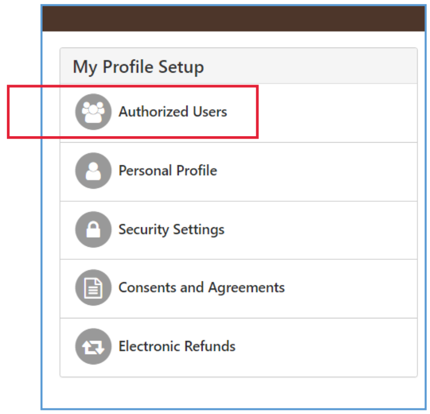




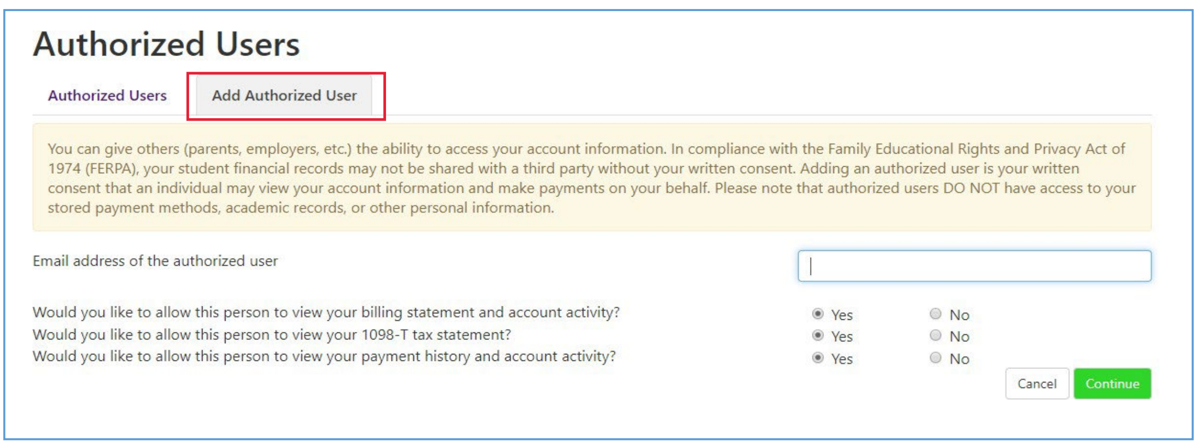
2. Set up Authorized User(s) – Students Only

*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.

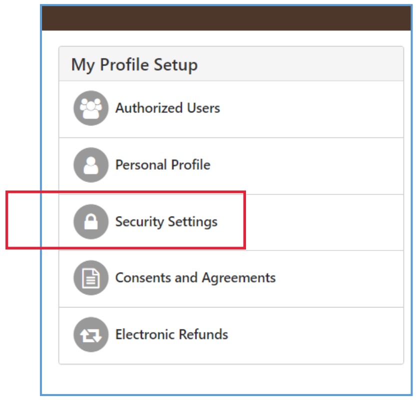


- Select yes/no to the access type you would like for your Authorized User, then click Continue.
- Complete the Authorized User process by reading the agreement and checking the "I Agree" box at the bottom, then click Continue.
- Multiple Authorized Users may be added by repeating the steps above. (If multiple Authorized Users are set up, they cannot see each other's payment information.)
- 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.

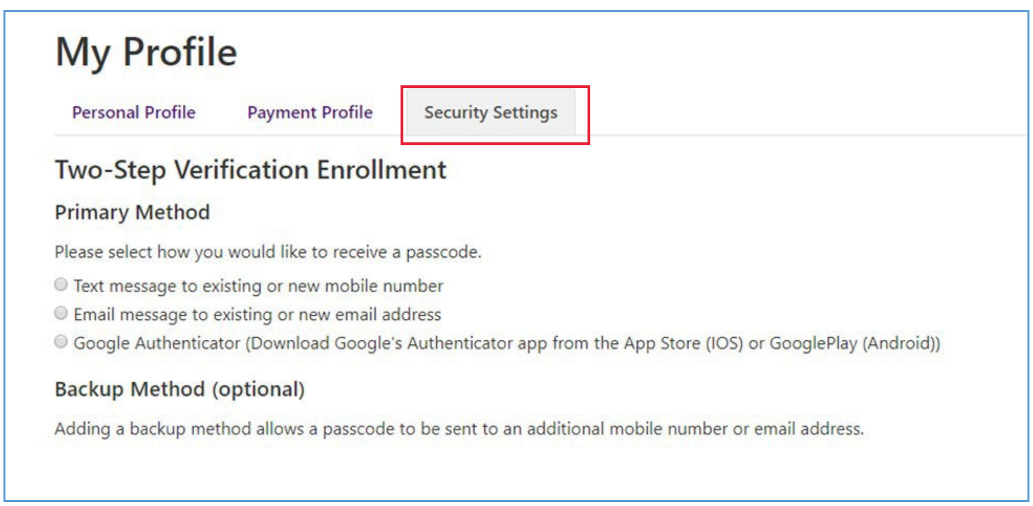
3. Set up an electronic refund profile – Students Only – ACH Only - Skip if paying by credit card or Flywire

Only students can complete this process, even if Authorized Users have already been set-up. We recommend that students paying by electronic check (ACH) 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 or credit card do not need to set up a refund account.

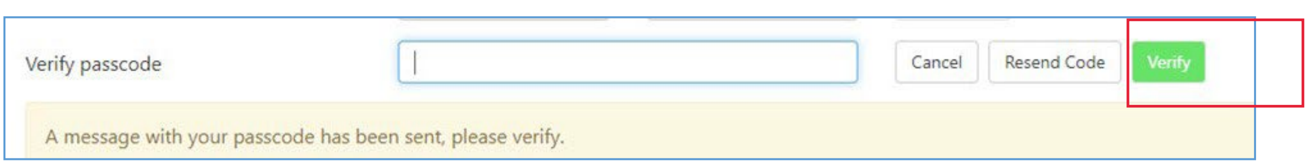
- From the home page, select Security Settings from the My Profile Setup menu (on the right side of the home page).



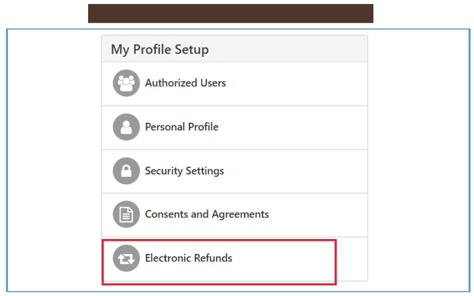
- After clicking on the Security Settings link, the following page will be displayed. The student can choose to receive a verification code by text, email, or Google Authenticator. Based on their selection, a popup box will appear where they will enter their cell phone or email information. Then click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



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

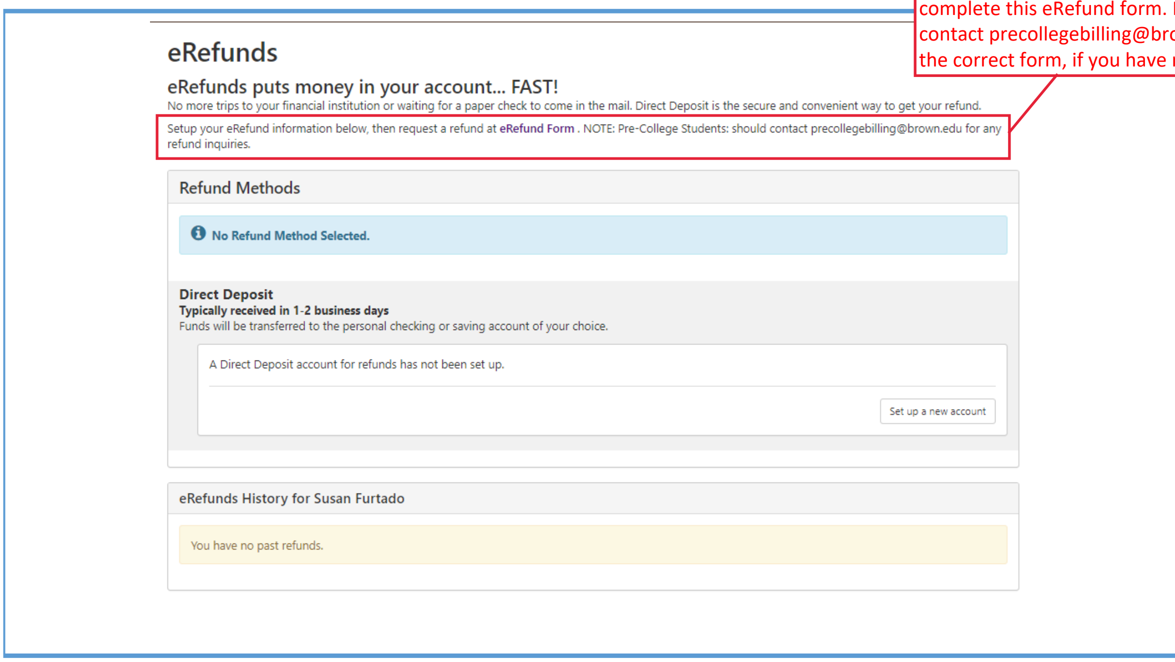


- Once the two-step verification is set up, return to the Home Page, then select Electronic Refunds from the My Profile Setup menu (on the right side of the home page).

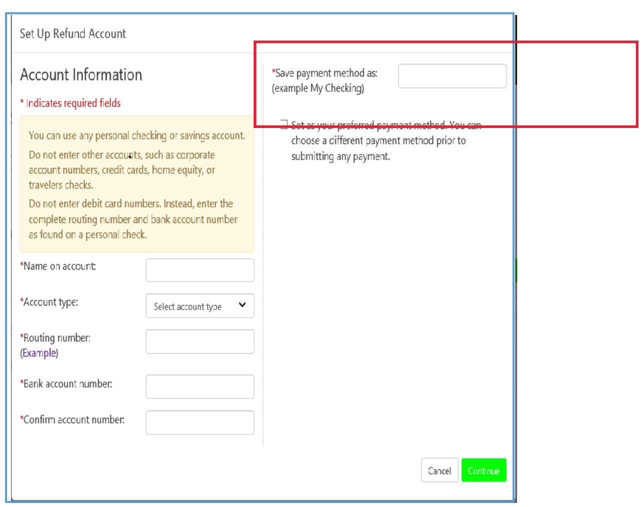


- Click on the green Set Up Account button to begin the process.

Pre-College students should NOT complete this eRefund form. Please contact precollegebilling@brown.edu for the correct form, if you have not already.



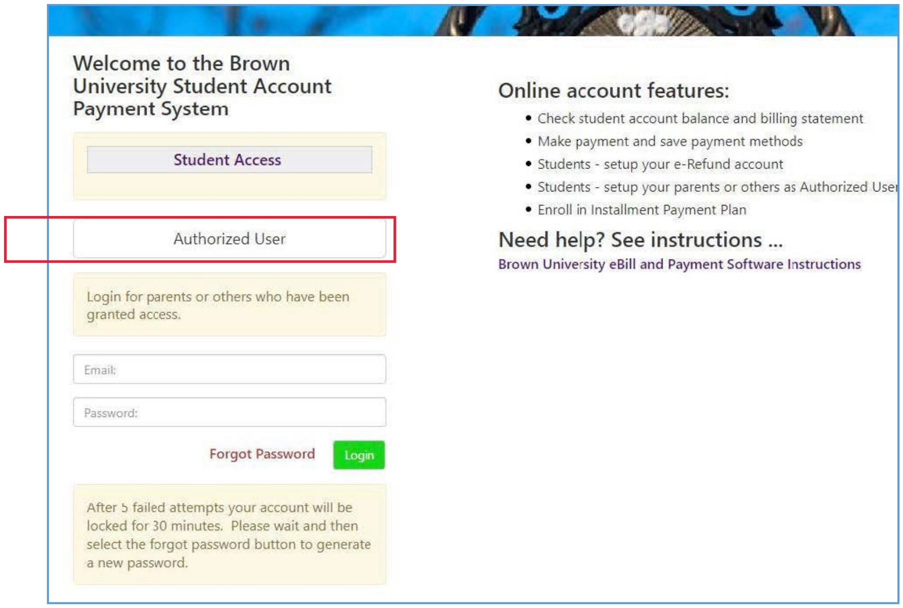
- Enter the checking or savings account information and Save the Payment method*. You will get an authorization form which you will need to agree to and save.



*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. Sign 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.

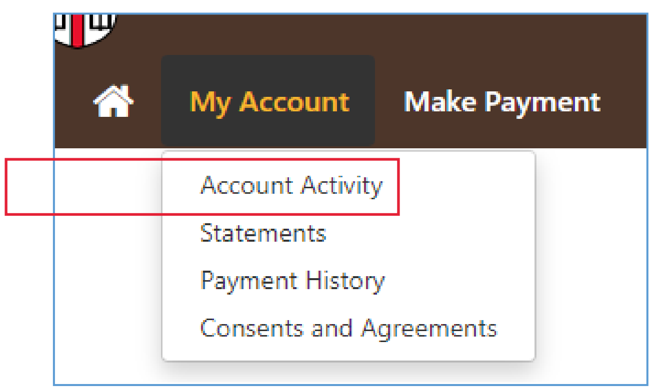


- When Authorized Users sign in for the first time, they will be asked to enter their full name and to reset their password.

5. View Student Account Activity and Balance

The E-Bill 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 summer, fall, or spring. Please be assured that regardless of which term your payment appears to be posted in, it has been applied to your summer fees.

Account Activity

Print | Excel | PDF

Filter activity by: Full account activity | View Activity

Pre-College Card Pmt Balance — $4,871.00

Pre-College Summer 2022 — $4,871.00

Print | Excel | PDF

Account Activity

Search:

Description	Code	Date	Charges	Credits/Anticipated Credits
Pre-College Program Fee	CPRG	3/22/22	$150.00	--
Pre-College Meal Plan	CMEA	3/22/22	$618.00	--
Pre-College Housing	CHOU	3/22/22	$668.00	--
Pre-College Course Fee	CCRS	3/22/22	$3,735.00	--
PC Credit Card Deposit	2002	2/10/22	--	$300.00
			Total Charges:	**$5,171.00**
			Total Credits/Anticipated Credits:	**$300.00**
			Term Balance:	**$4,871.00**
			Term Balance Including Estimated Aid:	**$4,871.00**

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.

Print View

3/23/22, 11:10 AM

BROWN

Pre-College Card Pmt - Pre-College Summer 2022 - Account Activity Logged in as:

Description	Code	Date	Charges	Credits/Anticipated Credits
Pre-College Program Fee	CPRG	3/22/22	$150.00	--
Pre-College Meal Plan	CMEA	3/22/22	$618.00	--
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PDF View

BROWN

Logged in as:

Pre-College Card Pmt - Pre-College Summer 2022 - Account Activity

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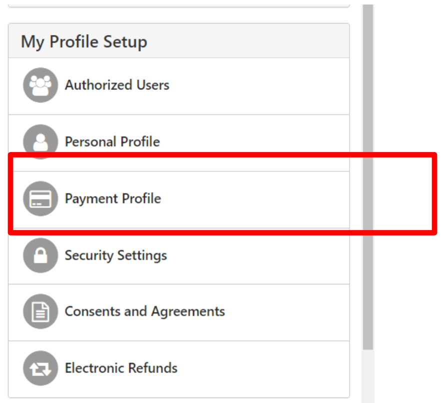
Total Credits/Anticipated Credits:				$300.00
Term Balance:				$4,871.00
Term Balance Including Estimated Aid:				$4,871.00

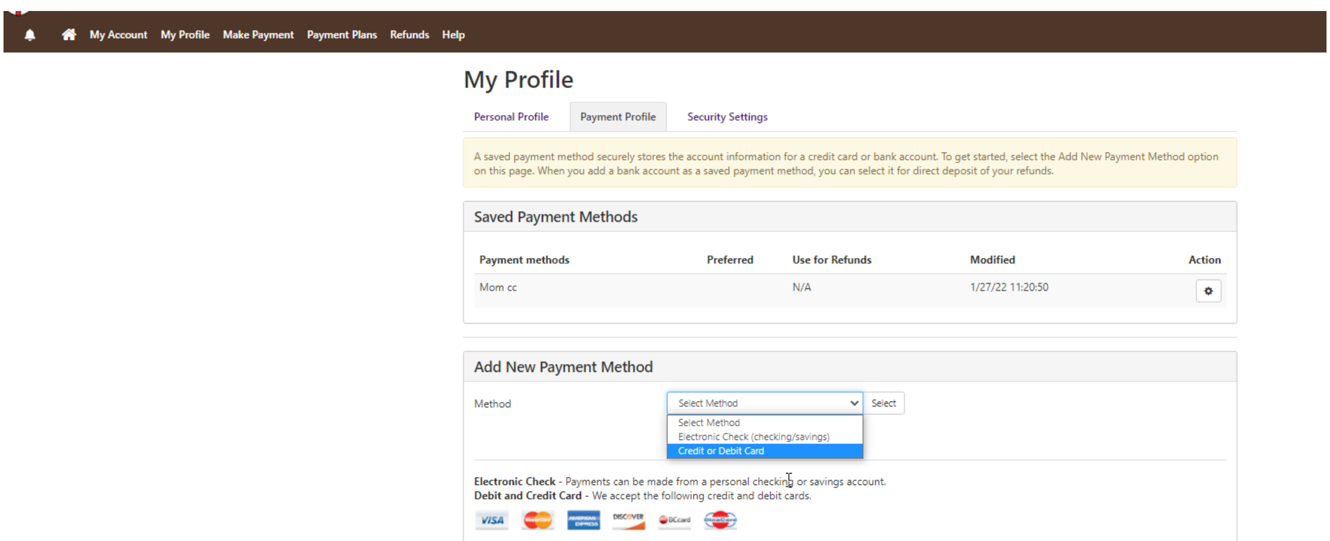
6. Setup a Payment Profile & Save a Preferred Payment Method (optional)

Students and Authorized Users can ONLY see the Payment Profile they personally created. Students cannot see a payment profile that was setup by an Authorized User.

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



- Select your payment method from the Method drop down list. You can set up more than one payment method, if desired.



Option 1: For Electronic Check (ACH) Payments

- Enter the Account Information, create a name for your saved payment method, check if you would like this to be your preferred payment method, check if you would like this account designated for refunds, then select “Continue.”
- Pay close attention to the account number. The account number must be from a U.S. personal savings or checking account and cannot be from a debit card, money market account, or other type of bank account.

Option 2: For Credit or Debit Card Payments

- Enter the Account Information, create a name for your saved payment method, check if you would like this to be your preferred payment method, then select “Continue.”

*Saved payment methods can easily be set as preferred, deleted or edited by clicking on the gear icon.

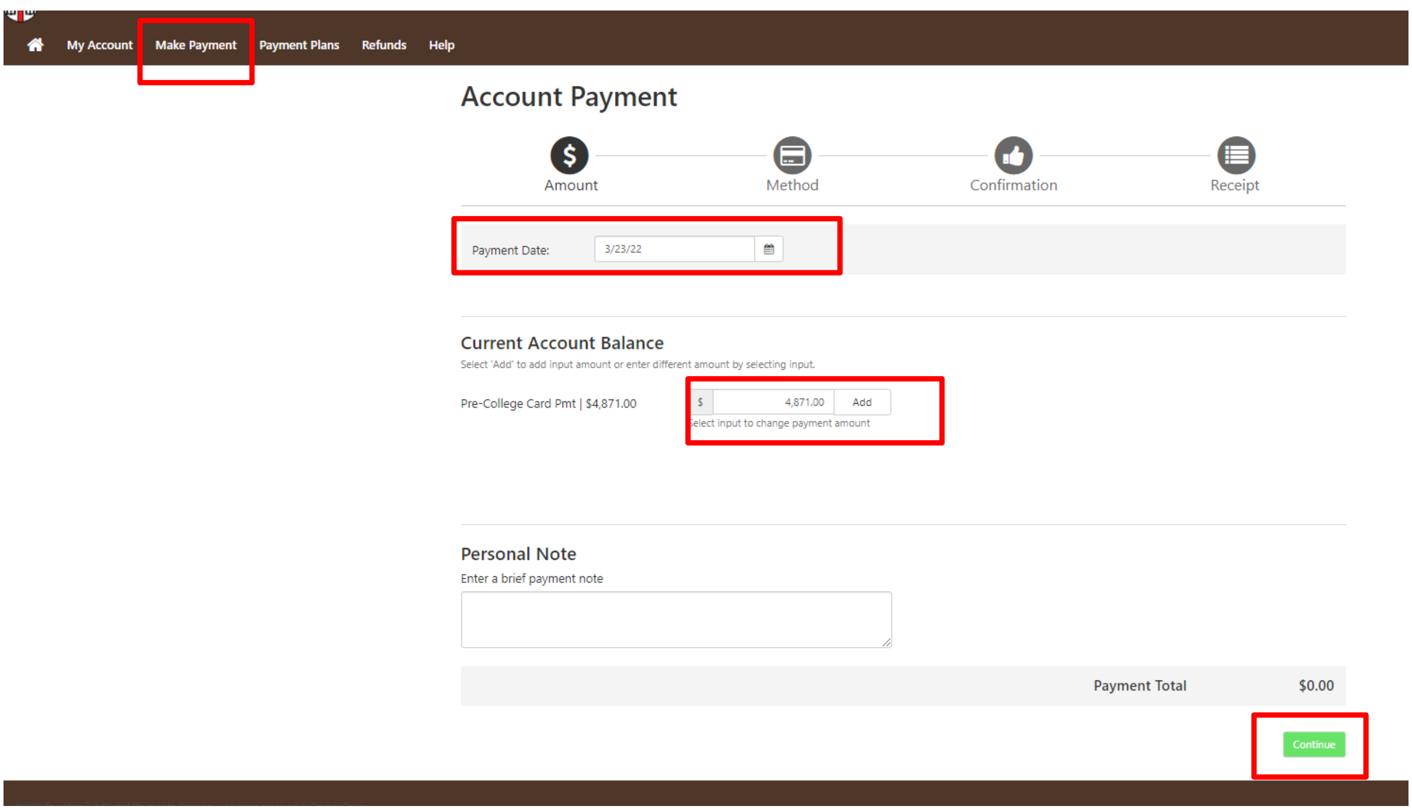
7. Make a Payment

IMPORTANT PAYMENT NOTES:

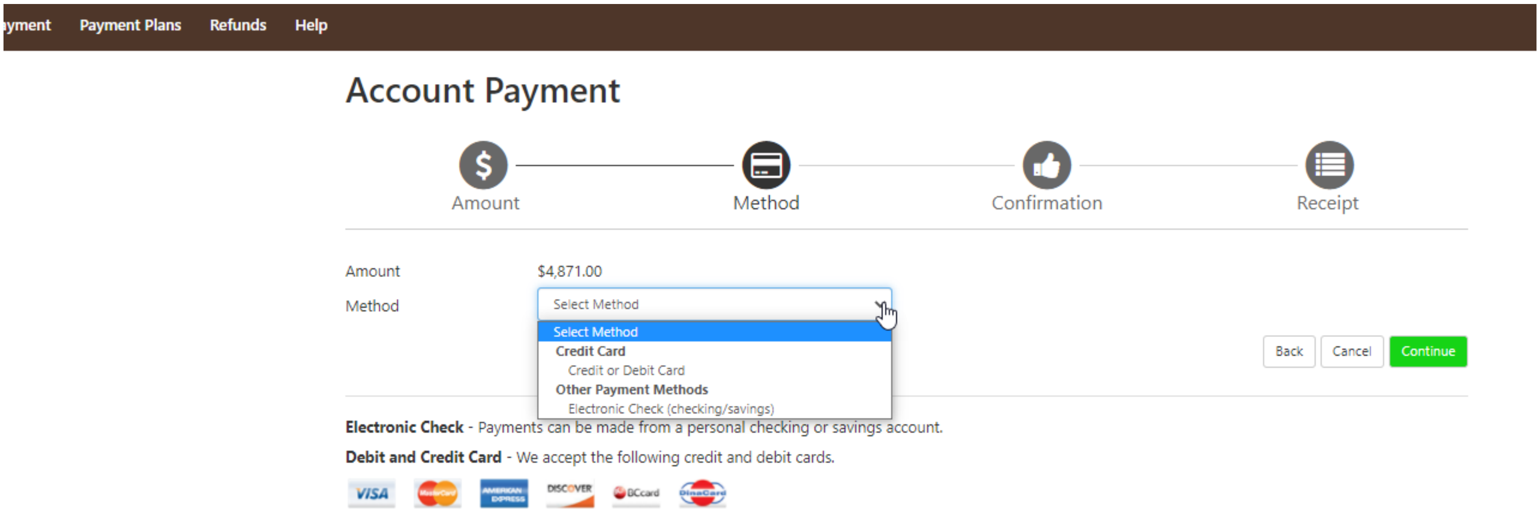
- Students or Authorized Users may choose to pay the full balance due at one time or to make multiple payments of smaller amounts (as long as the full balance is paid by the payment deadline). Payments can be made immediately or set for a future date.
- If making multiple payments at one time, you may need to log out of the system and back in between each payment (to ensure that the balance due refreshes between payments).

PROCESS

- From the Home Page, click on the Make Payment tab (on the top left of the Home Page).
- The current date will default in as the payment date. This can be set as a future date, if desired. If a future date is selected, you will not get a payment receipt until the date of the actual payment.
- Pay the full Current Balance or click into the amount field to change the amount of the payment.
- **CLICK Add**, then Continue to the payment options screen.



- Select Payment Method.



- Add account information.
- Read and agree to the required payment agreement or policy statement.
- Submit Payment.
- If you are making multiple partial payments, make sure the Current Balance updates between payments. Sign out of the system and back in if it does not update immediately. Repeat Step 7 for additional payments.

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?

- When making multiple partial payments, log out of the system and then back in between each payment (to ensure that the balance due refreshes).
- ACH Payments can only be made from U.S. checking or savings accounts – no business accounts.
- Attempting to pay from a phone or iPad sometimes causes a problem. Please try making the payment on a regular laptop ordesktop computer, preferably using Chrome.

Contact Us:

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