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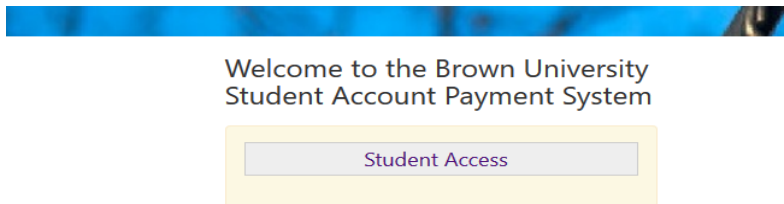
Make Payments (including Express and Future Payments)

Enroll in the Semester-Based Installment Payment Plan

1. Access e-Bill Payment System

Only students will initially be able to access the e-Bill system. Parents/others will not be able to access the system until the student has set up their Authorized Users. (see Step 2 below)

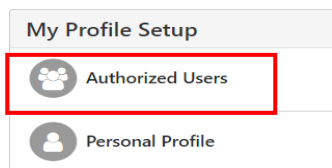
- Students, access <https://payment.brown.edu>
- Select the “Student Access” option
- You will be redirected to the Brown University authentication page; use the same user name and password that you use to access University services.



2. Setup Authorized Users & Authorized User Login

Students must complete this step to allow parents/others to view the student account and make payment.

- Students select “Authorized Users” from the “My Profile Setup” menu (on the right side of the home page).



- Add your Authorized User(s) email address within the “Add Authorized User” tab.

Authorized Users

Authorized Users Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity? Yes No

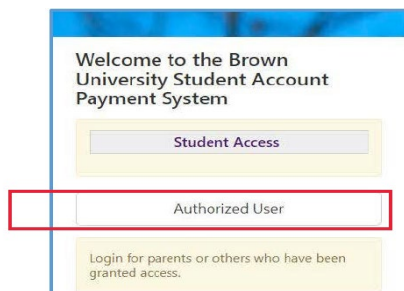
Would you like to allow this person to view your 1098-T tax statement? Yes No

Would you like to allow this person to view your payment history and account activity? Yes No

- Select Yes/No to the access type you would like for your Authorized User, then select “Continue” button.
- Read the Authorized Users Agreement, check 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. Temporary passwords expire within a few days. We recommend that Authorized Users login and change their password as soon as possible.** If the email has not been received within 5 minutes, we recommend checking spam / junk email boxes.

Authorized User Login: Before taking the following steps, verify that your student has completed the required setup above and confirm which email address the student entered on your behalf. This is the email address you must enter in order to gain access to the system.

- Authorized Users - Access <https://payment.brown.edu> – Enter your email address, full name, and reset the password. (Be sure to enter the email address that the student setup for authorized user access). If you have been setup as an Authorized User on multiple student accounts, those accounts will all be linked/viewable when you login.

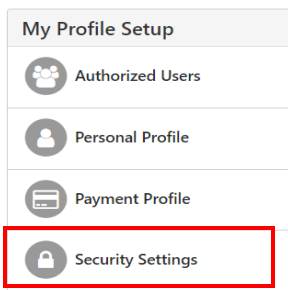


- **If the Authorized User is having trouble accessing the payment.brown.edu system, please contact our office at bursar@brown.edu or 401-863-2484. Our office will validate setup and resend password.**

3. Set up Electronic Refunds (Students Only)

Only students can complete this process. Before setting up an electronic refund account, Two-Step Security setup is required. This only takes a few moments and provides extra security.

- From the home page, select “Security Settings” under the “My Profile Setup” menu.



- Select a primary method for verification (Text, Email, Google Authentication). A passcode will be sent via the selected method to confirm.

My Profile

Personal Profile Payment Profile Security Settings

Two-Step Verification Enrollment

Primary Method

Please select how you would like to receive a passcode.

- Text message to existing or new mobile number
- Email message to existing or new email address
- Google Authenticator (Download Google's Authenticator app from the App Store (IOS) or GooglePlay (Android))

Backup Method (optional)

Adding a backup method allows a passcode to be sent to an additional mobile number or email address.

- Enter the passcode and click “Verify”

A form titled "Verify passcode" with a text input field, a "Cancel" button, a "Resend Code" button, and a green "Verify" button. Below the input field is a yellow message box that says "A message with your passcode has been sent, please verify."

- Once two-step verification is setup, return to the Home Page, then select “Electronic Refunds” from the “My Profile Setup” menu.
- Select the Green “Set up Account” button to begin the process.

eRefunds

eRefunds puts money in your account... FAST!

No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.

You may request a refund at [eRefund Form](#)

A section titled "Current Refund Method" with the text "A Direct Deposit account for refunds has not been set up." and a green "Set Up Account" button. A red arrow points to the button.

- Enter the checking or savings account information and Save the Payment method.
 - (NOTE: Checking the “Set as your preferred payment method” box, will allow easy setup of bank account information for electronic payments later and will allow you to schedule a payment for a future date.)
- An authorization form will be presented, which you will need to agree and save
- To request a refund of a valid student account credit balance, go to the [Bursar Office website](#) and complete the Student Refund Request Form.

4. View Student Account Activity and Student Account Statements

The e-Bill system contains student account activity history and any student account statements that were produced during the academic year. **Note, student account statements are only produced at the beginning and middle of each semester. The account activity section will reflect the most current account information.**

- Select “Account Activity” under the “My Account” tab to view all charges and payments made to your Student Account. You may choose to display Account Activity by Term or display Full Account Activity.

Account Activity Print Excel PDF

Filter activity by Full account activity View Activity

Student Account Balance \$20,546.00

Fall 2019 \$20,546.00

Print Excel PDF

Estimated Financial Aid

Description	Amount (\$)
Brown University Scholarship	\$20,268.00
Total Estimated Aid:	\$20,268.00

Account Activity Search:

Description	Code	Date	Amount (\$)
20 Meal Plan	DS20	6/17/19	\$2,956.00
Regular Room/Suites	RREG	6/17/19	\$4,710.00
Academic Records Fee	AREC	6/17/19	\$100.00
Undergraduate Tuition	TUIT	6/17/19	\$28,556.00

- If you wish to view or print a Student Account Statement or a 1098-T Tax Statement, select the “Billing Statements” or the “1098-T Tax Statements” tab, then select “View” to open the statement in a new browser window. (We find Chrome or Firefox browsers and Adobe Acrobat v8 or higher are best for displaying the statements. Be sure pop-up blockers are disabled.)

Statements

Billing Statements 1098-T Tax Statements

Please make sure your browsers pop-up blocker is disabled before you view a statement.

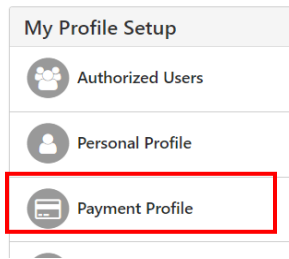
Show 10 entries Search:


Statement Date	Due Date	Amount	Action
6/15/18	8/1/18	\$16,118.40	View
6/1/18	8/1/18	\$14,989.00	View

5. Setup a Payment Profile & Save a Preferred Payment Method

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.

- Select “Payment Profile” under “My Profile Setup” from the home page.




- Select “Electronic Check (checking/savings)” from the Method dropdown box, then click “Select”.
- Pay close attention to the account number. The account number must be from a U.S. personal savings or checking account only and cannot be from a debit card, money market account, or other type of bank account.
- Enter the Account Information, create a name for your saved payment method, then select “Continue”.
- Once the payment method has been saved, return to the “Payment Profile” tab and use the gear icon  to mark your account as preferred.

My Profile

Personal Profile Payment Profile Notifications

A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds.

Payment methods	Preferred	Use for Refunds	Modified	Action
Brown account	<input checked="" type="checkbox"/>	Yes	12/5/17 13:33:21	

- **Students Only - When you add a bank account as a saved payment method, you can easily select that account for direct deposit of student account refunds.**

Add New Payment Method

Method:

Account Information

*** Indicates required fields**

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:

*Account type:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

*Save payment method as: (example My Checking)

Refund Options

A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.

6. Make Changes to Saved Payment Method

Saved payment methods cannot be edited. In order to change a saved payment method, a new payment method must be entered and then the existing method may be deleted.

- Select “Payment Profile” from the My Profile menu.
- Go to the Add New Payment Method section and select “Electronic Check (checking/savings)” from the dropdown box.

Saved Payment Methods				
Payment methods	Preferred	Use for Refunds	Modified	Action
MyChecking	✓	No	10/17/19 15:16:45	

Add New Payment Method

Method

- 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.
- CONTINUE and check to agree to the payment agreement. A confirmation screen confirms that your payment method has been saved. The payment method will appear under “Saved Payment Methods”

Saved Payment Methods				
Payment methods	Preferred	Use for Refunds	Modified	Action
NewPayment		No	10/17/19 15:21:25	
MyChecking	✓	No	10/17/19 15:16:45	

- **Installment Payment Plans: If the account number attached to an Installment Payment Plan must be changed– you MUST update EACH scheduled installment payment.** From the home page go to the scheduled payments section; select the Gear Icon at the far right, select “Edit”.

Scheduled Payments						
Description	Payer	Date	Method	Status	Amount	Action
Scheduled Payment	Alannah M. Vann	10/31/19	MyChecking	Scheduled	\$500.00	

- Using the drop down next to the Method option, select the new payment method you just created and select “SAVE”. **This must be repeated for each scheduled installment payment.**

Scheduled Payments ✕

Edit Scheduled Payment for Student Account (B01262994)

If you need to create a new payment method, please visit the [Payment Methods page](#).

Term for payment: Fall 2019

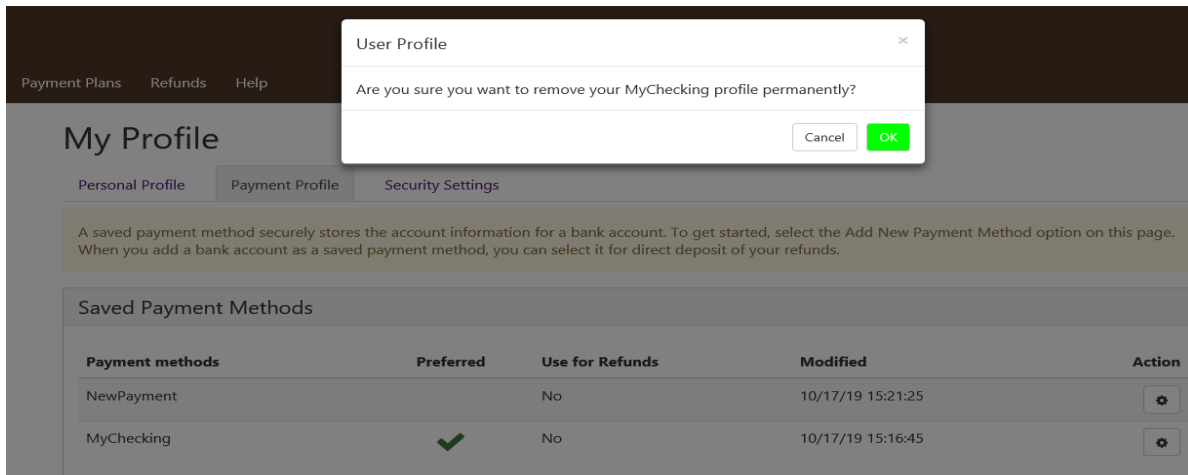
Payment amount: \$

Method:

Memo:

Payment Date:

- Return to the Payment Profile section and using the gear icon, select “Delete” for the incorrect payment method.



- 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.

7. Make Payments (Including Express and Future Payments)

Make a Payment

- From the Home Page, select “Make Payment”.
- Select the appropriate radio button to pay “Current Account Balance”, “Amount Due”, “Future Amount Due”, or “Pay by Term”.
- Review the payment amount in the corresponding amount box at the right. Change the dollar amount if needed, confirm that the Payment Total at the bottom matches the intended amount, select “Continue”.

Account Payment

Payment Date: 7/15/19

Current account balance \$20,546.00 20,546.00
 Amount due \$20,546.00 20,546.00
 Future amount due \$0.00 \$0.00
 Pay by term \$20,546.00 20,546.00
 Fall 2019

Payment Total: \$0.00

- Select the Payment Method from the “Method” dropdown box, then select “Continue”.
- Follow the prompts to complete the payment and receive payment confirmation and receipt.

Account Payment

Amount: \$10.00

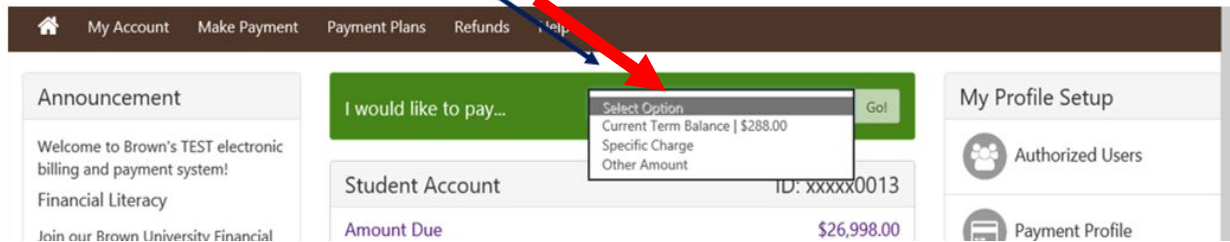
Method: Select Method

Back Cancel Continue

Electronic Check - Payments can be made from a personal checking or savings account.

Make an Express Payment

- The Express payment option allows fewer ‘clicks’ to complete the payment process after a preferred payment method has been established.
- The Express Payment method provides a clear view of how much will be paid, the payment method and the confirmation email address.
- From the Home Page, select “Make Payment”. Then select the appropriate option from the dropdown box to pay the Current Term Balance, pay a Specific Charge, or pay Other Amount.



- Follow the prompts to complete the payment and receive payment confirmation and receipt.

Make a Future Payment

- You have the ability to change the date that the payment will be processed to the student account. On the Account Payment page, you can click in the Payment Date and schedule it for a future date. You MUST have a saved Payment Method in order to schedule a payment.

8. Enroll in the semester-based Installment Payment Plan

The Installment Payment Plan (IPP) can be used to pay **one semester's** expenses, interest-free, over scheduled monthly installments. Students and families will need to re-enroll for each semester. At the time of enrollment, the non-refundable enrollment fee must be paid and all installment payments must be scheduled to be automatically deducted from a U.S. checking or savings account. More information is provided on our [Installment Payment Plan](#) website. An outstanding balance of \$500 or more from a previous semester will prevent IPP enrollment. **Important Note:** Choosing to make an optional down payment does not replace the first installment payment. A down payment will reduce all upcoming installments equally.

- Under the “Payment Plan” tab, students and Authorized Users click the “Enroll Now” button to begin Payment Plans



- Select the Payment Plan Term from the dropdown box and select the plan.

Payment Plan Enrollment

A screenshot of the 'Payment Plan Enrollment' form. At the top, there are three steps: 'Select', 'Schedule', and 'Agreement'. Below these steps, there is a 'Select Term' dropdown menu with 'Fall 2019' selected. Below the dropdown menu, there is a table of available plans. The table has columns for 'Plan Name', 'Setup Fee', 'Installments', and 'Action'.

Plan Name	Setup Fee	Installments	Action
Fall 2019 Term	\$75.00	5	Details Select

- Review the plan to confirm the charges and financial aid that has been included and the schedule for future payments. **Note: The plan enrollment fee will be withdrawn today. If you choose to make an optional down payment, that will be withdrawn today. Choosing to make an optional down payment does not replace the first installment payment. A down payment will reduce all upcoming installments equally.**

Fall 2019 Term

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account. You have missed the first 1 installments of this payment plan due to late enrollment. You will be enrolled for the remaining 4 installments.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition	28,556.00	
Activity Fee	143.00	
Room	4,710.00	
Meal Plan	2,956.00	
Health Insurance	3,846.00	
Health Services	471.00	
Financial Aid		20,268.00
Recreation Fee	32.00	
Miscellaneous	100.00	
		Balance: 20,546.00

Optional down payment

Payment Schedule		
Description	Due Date	Amount(\$)
Setup fee	Due now	75.00
Installment 1	8/10/19	5,136.50
Installment 2	9/10/19	5,136.50
Installment 3	10/10/19	5,136.50
Installment 4	11/10/19	5,136.50
Total of installments:		20,546.00
		Total fees: 75.00

Back Cancel Continue

- Review the Payment Plan Agreement and click to “Agree” to the plan.

I understand that I have scheduled my 4 installment payments and these payments will automatically be processed on the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$75.00. I also understand that failure to meet the terms of this agreement may entitle **Brown University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$5,136.50 due on 8/10/19.**

Installment 2 in the amount of **\$5,136.50 due on 9/10/19.**

Installment 3 in the amount of **\$5,136.50 due on 10/10/19.**

Installment 4 in the amount of **\$5,136.50 due on 11/10/19.**

This agreement is dated 7/15/19 12:36:50 PM CDT.

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

128.148.231.14 at 7/15/19 12:36:50 PM CDT

- Review the ACH Payments Agreement and click to Agree to the scheduled payments. You do not need to schedule or make payments in advance of this date, they will process automatically.

ACH Payment Agreement

I hereby authorize **Brown University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$20.00** return fee will be added to my student account.

Name:

Address:

Depository:

Routing Number:

Account Number:

This agreement is dated 7/15/19 12:38:59 PM CDT.

For fraud detection purposes, your internet address has been logged: 128.148.231.14 at 7/15/19 12:38:59 PM CDT.

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.

To revoke this authorization agreement you must contact: bursar_billing@brown.edu

Print and retain a copy of this agreement.

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

I agree to the above terms and conditions.

Back Cancel Print Agreement Continue

- A final confirmation page confirms your enrollment in the Installment Payment Plan. On the home page you will also see the schedule of the upcoming payments.

IMPORTANT NOTE on Making Additional or Advance Payments:

If you choose to make any payments in addition to the IPP scheduled payments, all upcoming installment payments will be reduced equally. The IPP payments cannot be skipped. If you wish to pay one of the Installment Payment Plan payments early (advance payment), you **must** take the following steps:

- Log into your account at <https://payment.brown.edu>
- Go to the Payment Plans Tab
- Use the green “Pay Next Installment” button at the bottom of the page. You will be reminded that the payment is already scheduled. The Payment Amount will be displayed.
- If you wish to pay the full payment amount, select “Continue” and follow the system prompts.
- If you wish to pay less than the full payment amount, enter the desired payment amount, select “Continue” and follow the prompts. The remaining amount of your scheduled installment will be automatically deducted according to the IPP schedule.

Installment Payment

Amount Method Confirmation Receipt

A payment for this installment is already scheduled.

estimated plan -- Installment 2 of 5		Payment Options	
Enrollment date	1/28/20	Payment amount	<input type="text" value="4,600.00"/>
Amount Due	\$4,600.00	Payment Date	Today - 3/4/20
Due Date	4/7/20		<input type="button" value="Cancel"/> <input type="button" value="Continue"/>