**Student Responsibilities**

Log in to PittPAY at www.my.pitt.edu and select PittPAY Login
If you don’t know your Pitt username or password, call the Technology Help Desk at 412-624-HELP.

1. Create your **Authorized Payers**. We cannot discuss your student account or eBills with anyone except the individuals you set up in PittPAY. You can have an unlimited number of Authorized Payers on your account.

2. Sign up for **Direct Deposit** so we can send money TO you when you have a credit balance on your student account. The bank account you designate for your refunds can be any U.S. bank account of your choosing.

3. You or an Authorized Payer can enroll in a **Payment Plan** if you want to pay your student account balance in monthly installments. You may qualify for up to six installments for fall and six for spring, depending on the date you enroll in a Payment Plan. Enrolling in a payment plan is optional.

4. You must **Accept or Decline your Offered Loans** and **Work Study Awards**. Loans will not disburse to your student account until you accept them. Since you receive a paycheck for the hours you work, Work Study is never posted to the student account. Instructions for accepting aid are posted on the Financial Aid website.

5. Complete both your **Master Promissory Note** and **Entrance Counseling** for your **Federal Direct** and **Graduate PLUS Loan** at studentloans.gov, so your loan will apply to your student account.


**QUESTIONS?** Visit our website at www.payments.pitt.edu or email us at payments@pitt.edu.
Student Payment Center, G-7 Thackeray Hall, Monday–Thursday 8:30 AM-4:45 PM and Friday 9:00 AM-4:45 PM

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**Authorized Payer Instructions**

Once your student has set you up as an **Authorized Payer** (http://www.payments.pitt.edu/authorizepayers.html) you can access PittPAY at http://student-info.pitt.edu using the login name and password your student provides to you.

1. Read the **Message Board**. It’s the first screen you land on and includes important information about payment plans, making payments, and the eBill and due date schedule.

2. Select **eBill** from the PittPAY menu to see the current eBill. As an Authorized Payer, you receive a courtesy email when the eBill is posted to PittPAY. eBills are posted only when your student is registered for a new term or has an unpaid balance. Contact the Technology Help Desk at 412-624-HELP if you have problems viewing the eBill.

3. Select **Current Account Details** to view the most up-to-date status of your student’s account. If activity occurs on the account after the eBill is posted to PittPAY, it will be reflected on this screen, but not on the eBill.

4. Select **Make Payment** to pay online by eCheck (electronic check) for **no fee**. If you pay by debit or credit card, our vendor will charge a **non-refundable 2.75% service fee** for each debit and credit card payment.

5. Select **Payment Plan** if you want to pay off your student’s account in installments. You may qualify for up to six installments for fall and six for spring, depending on the date you enroll in a payment plan. You must be an Authorized Payer to enroll in a payment plan for your student. Enrolling in a payment plan is optional.

6. If you will be a Parent PLUS Loan borrower, select **Direct Deposit** to set up your direct deposit profile. If your PLUS loan creates a credit balance on the student’s account, the credit will be directly deposited to the U.S. bank account you designate. All other student account refunds are directly deposited to the bank account the student designates in PittPAY, which can be any account your family feels is appropriate for that purpose.

7. Complete your **Master Promissory Note** and **Entrance Counseling** for your **Federal Direct Parent PLUS Loan** at studentloans.gov. Your loan cannot be applied to your student’s account until you complete these steps.

**QUESTIONS?** Visit our website at www.payments.pitt.edu or email us at payments@pitt.edu.
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