Student Payment Center
G-7 Thackeray Hall

payments@pitt.edu
www.payments.pitt.edu
How it works

1) The Office of Admissions and Financial Aid processes your aid package
   ➡️ This may include scholarships, grants, loans, and/or work study

2) You register for classes with your advisor

3) Your tuition and fee charges are computed
   ➡️ Tuition can’t be computed until mid-July when the new year’s rates are set

4) Your eBill is posted in PittPAY

5) You receive an email from PittPAY each time a new bill has been posted
★ PittPAY is Pitt’s online billing and payment system (there are no paper bills at Pitt)

⇒ PittPAY provides access to bills, student account details, online payment options, payment plan options, as well as billing and payment history

⇒ Students access PittPAY from www.my.pitt.edu

⇒ Students’ Authorized Payers access PittPAY from http://student-info.pitt.edu
★ **Students can designate any number of individuals as Authorized Payers in PittPAY**

- We cannot discuss the student’s account details, bills, or payment plans with anyone the student does not authorize in *PittPAY* as an Authorized Payer.

- Authorized Payers receive email notifications from *PittPAY* any time a new bill is posted.

⚠️ We can discuss account and bill details only with Authorized Payers the student has individually created in *PittPAY* (for example, parents must EACH be authorized separately).
All refunds are deposited to the bank account the STUDENT designates in PittPAY for Direct Deposit

EXCEPT

Refunds for PLUS Loans (Parent Loans for Undergraduate Students)

- Refund is deposited to the bank account the Authorized Payer designates in PittPAY for Direct Deposit
- OR
- Refund is deposited in the student’s designated bank account if the Parent Borrower authorized on PLUS application

⚠️ The bank account designated by the student and Authorized Payer does not need to be their own.
There are no paper bills at Pitt

eBills are posted in PittPAY once each month

Link to the detailed billing and due date schedule from the Message Board in PittPAY

- Students and Authorized Payers receive a courtesy email each time a new eBill is posted
- The due date is always the 17th of the following month

Students enrolled in a PittPAY Payment Plan do not receive eBills.
What Charges are on eBills?

- Tuition
- Mandatory Fees: Activity, Health, Security & Transportation, and Computing
- Course Fees: Lab fee, physical education fee, music fee, etc.
- Room and Meal Plan Charges
What Credits are on eBills?

★ Tuition Deposits
   - Appear as a credit on the *fall term* eBill

★ Housing Deposits
   - Appear as a credit on the *spring term* eBill

★ Payments posted to your student account since your last eBill
   - Scholarships from outside the University will be posted half to fall term and the other half to spring term
Anticipated Aid

Scholarships, grants and loans that we know you are scheduled to receive but, because of federal regulations, are temporarily delayed in applying to the student account.

The sum of Anticipated Aid is subtracted from the total of the charges on the eBill to calculate the Total Amount Due.

College Work Study *never* appears as a credit on an eBill. Students are paid bi monthly for the hours they work at their Work Study job.
The eBill is only a snapshot of the account details at the moment it is posted in PittPAY.

An eBill **will not reflect changes** that occur to the student account after it was posted because it is static, just like bills you receive in the mail.

The Current Account Details screen always displays every transaction recorded on the student account and is online, real-time.

Use the Current Account Details screen to see the most up-to-the-minute status of the student account and most up-to-date account balance.
Only students REGISTERED FOR CLASSES by a bill date will be included in that date’s billing, otherwise they will be billed on the next bill date.

<table>
<thead>
<tr>
<th>Bill Date</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL TERM, 2016</strong></td>
<td></td>
</tr>
<tr>
<td>July 21, 2016</td>
<td>August 17</td>
</tr>
<tr>
<td>August 23, 2016</td>
<td>September 17</td>
</tr>
<tr>
<td>September 21, 2016</td>
<td>October 17</td>
</tr>
<tr>
<td><strong>SPRING TERM, 2017</strong></td>
<td></td>
</tr>
<tr>
<td>November 22, 2016</td>
<td>December 17</td>
</tr>
<tr>
<td>December 21, 2016</td>
<td>January 17</td>
</tr>
<tr>
<td>January 29, 2017</td>
<td>February 17</td>
</tr>
</tbody>
</table>
The Due date is always the 17th of the month

Make payment online in PittPAY

- eCheck (electronic check) - No fee is charged
- Credit or Debit Card

You will be charged a 2.75% non-refundable service fee by our vendor for each debit or credit card transaction

OR enroll in a PittPAY Payment Plan and pay by monthly automatic installments
Payment Plans

★ PittPAY Payment Plans are optional, and enrollment begins in April for each new academic year

★ Enroll in a payment plan if you want to pay in installments instead of making a single payment by the due date on the eBill

★ Installments are automatically deducted from the bank account or charged to the credit card you designate when you enroll in a plan

★ Students or Authorized Payers can complete the enrollment process

★ There is a $55 fee for Fall or Spring plans, or a $90 fee for Annual Plans that cover both fall and spring terms
529 Payments

🌟 Refer to your 529 plan’s website for requirements and instructions specific to your plan.

➡️ Use the Printable Statement link on the eBill screen if you must submit a copy of the bill, OR

➡️ Make a screen print of the Current Account Details screen if it more accurately reflects the status of the student account.
Navigate to the eBill screen and use the Printable Statement link on that page

Send the Remittance Form, together with the check, to the address printed on the form

Print the student’s name and student ID number on the front of the check

Mail AT LEAST 10 days in advance of the due date to avoid a $50 late payment fee
Loans appear as Anticipated Aid on the eBill and Current Account Details screen until federal regulations allow us to apply the funds to the student account.

If an awarded loan is not appearing as Anticipated Aid:

The STUDENT must log into PeopleSoft Self Service and ACCEPT the loan.

Once the loan has been accepted, it will appear on the Current Account Details screen as Anticipated Aid but will not update an eBill that did not reflect the loan.

The STUDENT has the option to decline and/or reduce awarded loans using PeopleSoft Self Service as well.
Federal Subsidized and Unsubsidized Loans

Complete BOTH steps at the same site:

1. MPN – www.studentloans.gov
2. Entrance Counseling – www.studentloans.gov

The site requires your FAFSA PIN

Parent Loans for Undergraduate Students (PLUS)

1. MPN – www.studentloans.gov

Funds from these loans will NEVER apply to the student account until these requirements are completed
Applying Student Loan Funds to the Student Account

Mulert, Nursing or Pharmacy Loans

- You will receive an email from Heartland ECSI to your Pitt email account with detailed instructions.
- The MPN eSignature process includes an Entrance Interview.
- The process includes several disclosures you must acknowledge.
- Funds from these loans will NEVER apply to the student account until these requirements are completed.
Student Payment Center
G-7 Thackeray Hall

payments@pitt.edu
www.payments.pitt.edu
Students log into PittPAY:
www.pitt.edu
Welcome to My Pitt

My Pitt is your personal guide to the Pitt experience!

It's your one-stop source for accessing University online services and resources. With home pages customized for students, faculty, and staff, and one-click access to services like email, you'll find what you need quickly and easily.

**Students, Faculty, & Staff**

Username
student

Password
*********

Log In

Forgot Password?

**Applicants**

Username

Password

Log In
Student News

- Watch an online tour of the new My Pitt
  08/13/2010 11:45PM EDT

Staff News

- Enter Your Timecards and Access PRISM
  08/12/2010 4:39PM EDT

Get Emergency Notifications on Your Phone

- Always on duty.

- Sign up now to receive important voice and text messages on your phone in the event of an

PittPAY Login

- Online eBills, payments, direct deposit, authorize payers, and payment plans.

Learn More
ATTENTION: New eBills were posted March 21, 2014 due April 17, 2014. Summer term eBills will be posted on April 22, 2014 for those students registered for summer term by that date. Please use the link to the detailed billing and due date schedule, below, for more information.

**Tuition and Mandatory Fees**
Learn more about Tuition and Mandatory Fee Rates.

**Billing and Due Date Schedule**
Learn more about the detailed billing and due date schedule.

**PittPAY Checklist**
Learn more about activating your PittPAY account.

**Authorize Payers**
Learn more about granting others permission to access and discuss your current account details, eBills, and payments.

**Direct Deposit**
Learn more about how we send money to you from your student account.

**Make Payment**
Learn more about payment options.

**Payment Plan**
Learn more about paying your bill in installments.
Students Create Authorized Payers

The password the student assigns is temporary. You will be asked to change it when you log into PittPAY.

Login Names are case sensitive so be careful with Capital Letters.
Authorized Payer access to PittPAY: http://student-info.pitt.edu

Authorized Payer Information Online

University of Pittsburgh

Authorized Payers have their own access to PittPAY to view their student’s eBill, eBill history, Transaction History (only the transactions made by the Authorized Payer), make payments by eCheck (for no fee) or American Express, Discover Card or MasterCard (our vendor charges a non-refundable 2.75% service fee for each credit card transaction), or enroll in a payment plan.

To create an Authorized Payer students log on to my.pitt.edu and select PittPAY Login.

Once in PittPAY, select “Authorized Payers” from the menu. The student then enters the name(s) of the individual(s) being granted access, and assigns each a PittPAY login name and password. Only students can add and delete authorized payers.

The student provides each Authorized Payer with the login name and password they assigned. Authorized Payers are required to change their passwords when they log in to PittPAY for the first time.

Authorized Payers enter PittPAY through student-info.pitt.edu by selecting “Authorized Payers login to PittPAY” then providing their PittPAY user name and password on the PittPAY login screen. Once in PittPAY select “View Accounts” to see your student’s account details then select “Most Recent eBill” to view the last eBill posted for your student. Please read the PittPAY screens for more information.

Make sure your student has completed all of the items on the PittPAY Checklist.

For assistance using this service, or to submit comments or suggestions, contact the Technology Help Desk at 412-624-HELP [4357] or helpdesk+@pitt.edu.
Authorized Payer Logs into PittPAY (using the Login ID and Password the student assigned)

PittPAY Authorized User Login

Please enter your Login Name and Password in the fields below and then click the "Login" button. If this is your first login, we recommend that you change your password. ID's and passwords are case sensitive.

To change your email address, log into PittPAY and select User Preferences from the menu.

Login Name: PittParent
Password: ************

Log in  Reset

User Information is protected. Unauthorized access is prohibited.

Should you forget your password contact the PittPAY Administrator at your campus.

The QuikPAY™ System requires a web browser that supports JavaScript, Cascading Style Sheets (CSS), Cookies, and Secure Sockets Layer (SSL).
Students and Authorized Payers EACH enroll in Direct Deposit

Direct Deposit Enrollment

Direct Deposit allows the University to send money TO you if a credit balance occurs on your student account. You may designate ANY bank account for Direct Deposit; it does not need to be your own.

You are responsible for updating the bank information when you change bank accounts. You are also responsible for deactivating the Direct Deposit account if you no longer want your refunds processed electronically or you have closed the bank account.

Click Continue to enroll now in Direct Deposit!
Enroll in Direct Deposit
(The Holder’s Name is the name printed on the check)

Enter Direct Deposit Info

Please provide us with your banking information. You may have your Direct Deposit go to either your checking or savings account. Be sure to enter your account number correctly. For help on finding your account number, click the "?" next to the account number field.

Use a check (not a deposit slip) to provide your Routing Number and Account Number.

<table>
<thead>
<tr>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holder’s Name: Ima Pitt Student</td>
</tr>
<tr>
<td>Account Type: CHECKING</td>
</tr>
<tr>
<td>Routing Number: 1234567890</td>
</tr>
<tr>
<td>Account Number: 987654321</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime Phone: 412-555-5555</td>
</tr>
<tr>
<td>e.g. (555) 555-1212x123 OR +31 42 123 4567</td>
</tr>
</tbody>
</table>

The bank account you designate can be the student’s OR any other bank account the family feels is appropriate.

To save your account information for future use, enter a profile name and click the checkbox.

Profile Information

| Profile Name: PNC Checking |

Continue | Cancel
eBill Screen

(This is a snapshot of the student account at the moment the eBill was posted in PittPAY. Changes to the account since this bill was posted will only appear on the Current Account Activity screen.)

Selected eBill

Account: Tuition & Fees

Statement of Account as of 07/23/14

Due Date: 08/17/14
Total Amount Due: $3,870.00

If you wish to pay in installments select Payment Plan from the PittPAY menu.

Tuition Rate: Pennsylvania Resident
Student ID: 
Campus: PIT

Student eBill notification sent to: @pitt.edu

Account Balance as of Last Statement

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/18/14</td>
<td>2014 Fall</td>
<td>Undergraduate Activity Fee</td>
<td>80.00</td>
</tr>
<tr>
<td>07/18/14</td>
<td>2014 Fall</td>
<td>Security &amp; Transportation Fee</td>
<td>90.00</td>
</tr>
<tr>
<td>07/18/14</td>
<td>2014 Fall</td>
<td>Wellness Fee</td>
<td>105.00</td>
</tr>
<tr>
<td>07/18/14</td>
<td>2014 Fall</td>
<td>Computer/Network Service Fee</td>
<td>175.00</td>
</tr>
<tr>
<td>07/18/14</td>
<td>2014 Fall</td>
<td>UG Tuition A&amp;S PA</td>
<td>8,436.00</td>
</tr>
<tr>
<td>07/18/14</td>
<td>2014 Fall</td>
<td>Admission Tuition Deposit</td>
<td>(200.00)</td>
</tr>
</tbody>
</table>

Total Amount Due: 3,870.00

Anticipated Aid

<table>
<thead>
<tr>
<th>Year</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Fall</td>
<td>Pell Grant</td>
<td>(1,340.00)</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>SEOG</td>
<td>(250.00)</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>Perkins Loan</td>
<td>(1,000.00)</td>
</tr>
<tr>
<td>2014 Fall</td>
<td>Direct Stafford Sub 01</td>
<td>(2,226.00)</td>
</tr>
</tbody>
</table>

Total Amount Due: 3,870.00

Printable Bill

Use this link to view and print a paper bill. Make a screen print of the Current Account Details screen if it reflects the most current account information. Employers and 529 plans will accept the Current Account Details screen print without question.
Current Account Details
(the online, real-time view of the Student Account)
Current Account Details
(the online, real-time view of the Student Account)

Charges will each have a bill and due date here once they have been billed.
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