There are no paper bills at Pitt! You must login to PittPAY to view your eBills and account details, make online payments, enroll in a payment plan, and more. Complete each item below today to set yourself on the path to excellent financial standing and continued academic progress! Log in at my.pitt.edu, then select PittPAY Login.

1. **Read the Announcements on the Message Board each time you login to PittPAY!**
   - Announcements are updated frequently to keep you informed of deadlines and important tasks you need to complete in order keep your account in good standing. You will also find links to useful information on the Message Board, including the Detailed Billing and Due Date Schedule.

2. **Select Direct Deposit from the PittPAY menu to set up your direct deposit profile.**
   - Your Direct Deposit profile allows us to send money TO you when a credit balance exists on your account. This can happen when your payments and financial aid exceed the amount you owe, or if you change your registration, housing, or meal plan. Refunding is automatic each weekday, so set this up today! You can designate any personal U.S. checking or savings account your family feels is appropriate.

3. **Select Authorize Payer from the PittPAY menu to create your Authorized Payers.**
   - We can only discuss your account details with the people you individually set up as Authorized Payers in PittPAY. You can have as many as you like and each one can view your account and eBills and make payments on your account. Authorized Payers login at student-info.pitt.edu with the login name and temporary password their student creates for them. On the initial login, Authorized Payers must change the temporary password to something of their choosing.

4. **Ask your Authorized Payers to sign up for Direct Deposit if they have a Parent PLUS Loan.**
   - When a Parent PLUS Loan applies to the account and creates a credit balance, the parent receives the refund in the U.S. bank account the parent specifies in their own Direct Deposit profile, which they create on the Authorized Payer side of PittPAY. (Authorized Payers must log in from student-info.pitt.edu.)

5. **Select Payment Plan from the PittPAY menu if you want to pay in installments (optional).**
   - You or an Authorized Payer can enroll in an optional Payment Plan if you want to pay your account in monthly installments instead of one lump sum. On the 5th of each month, payments are automatically deducted from the personal U.S. checking account or credit card you designate. The last installment of each payment plan occurs before the term ends so the earlier you sign up, the more installments you will get. Enrollment in a payment plan is not automatic; you must re-enroll each year you wish to participate.

6. **Select Make Payment if you would rather pay your student account in one lump sum.**
   - If you choose not to enroll in a payment plan, your account will be due according to the Billing and Due Date Schedule on the Message Board. Once you have charges to pay, choose a payment method from the Make Payment page. Pay by eCheck from a personal U.S. checking account for no fee. **Note:** an additional 2.75% non-refundable service fee is charged for each payment you make by debit or credit card.

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**Student Payment Center, G–7 Thackeray Hall**
Monday to Thursday 8:30 a.m. to 4:45 p.m. and Friday 9 a.m. to 4:45 p.m.
Web www.payments.pitt.edu  Email payments@pitt.edu  Phone 412-624-7520