

	Students	Authorized Users
Login to PittPAY	payments.pitt.edu > Student PittPAY Login	payments.pitt.edu > Authorized User Login Login after your student creates your Authorized User account.
Create Authorized User Accounts	Actions > Manage Authorized Users We can't speak with anyone about your account except the individuals you authorize. Your Authorized Users receive Balance Due Notifications, can process online payments, and sign up for payment plans on your behalf.	Create a PittPAY Password When you receive the email from pittpay@pitt.edu that your student generated to grant your access, click the link to verify your email address, then create your PittPAY password.
Designate Your eRefund Bank Account	Select the eRefund tab. Students must set up their own eRefund profiles for direct deposit of credit balances on the student account. Your Authorized Users do NOT have access to create, view, or edit your eRefund profile. All credit balances are refunded to the student, except those created when a Parent PLUS Loan is applied to your account for more than you owe. However, the eRefund bank account the student designates for their own refunds can be the student's bank account, or that of a parent, guardian, spouse, etc.	Select the eRefund tab. You only need to enroll in eRefunds if you are a Parent PLUS Loan borrower. If your PLUS Loan creates a credit balance on the student's account, the excess will be refunded by direct deposit to the bank account you designate. Your student does NOT have access to create, view, or edit your eRefund profile. When prompted, enter the zip code and last four of your SSN exactly as you did on your loan application. This is how we match your Parent PLUS Loan refund to your eRefund bank account.
Take Required Action on Loans	Loans will not disburse to apply to your account until these requirements are complete: <ul style="list-style-type: none"> Accept your loans every year at: my.pitt.edu > Student Center > Self Service > Student Center > Accept/Decline Awards Complete your Entrance Counseling and Master Promissory Note at studentloans.gov. Both are required when you borrow for the first time at Pitt. 	Complete your Master Promissory Note at studentloans.gov if you are borrowing a Parent PLUS Loan for the first time at Pitt. Your loan will not disburse to apply to the student's account until you complete this requirement.
View Payment Plan Offers	View offers on the Payment Plans tab. Enrollment begins in April, even before you have charges for the term. During the enrollment process, the Payment Plan Estimator will help you determine a budget for the early months. The sooner you enroll in an optional plan, the more installments you are eligible to receive.	
View Payment Methods	Pay by eCheck for no added fee! Payments made with a debit or credit card are assessed a non-refundable convenience fee by the card processor.	
View Self Service Report Options	Statement: On the Account Activity tab, click Print Term Statement at the top of the term you want. This report includes Anticipated Aid transactions. Activity Report: On the Account Activity tab, enter report criteria in the Generate Activity Report section. This includes only transactions that have already been released to apply to the student account, so it does not include Anticipated Aid.	

Set up Your PittPAY Account Today!

Students and Authorized Users can:

- ✓ **View the student account**
- ✓ **Make online payments**
- ✓ **Enroll in optional payment plans**
- ✓ **Set up eRefunds**



University of
Pittsburgh

Student Payment Center

G-9 Thackeray Hall, 139 University Place
Pittsburgh, PA 15260-6601

Non Profit Org.
US Postage
PAID
Pittsburgh, PA
Permit No. 511

Student Payment Center | PittPAY

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