

There are no paper bills at Pitt, so enrollment in *PittPAY* is <u>required</u>. *PittPAY* allows you to view your eBills and student account details, make online eBill payments, enroll in payment plans, and more! Complete **each item** on this checklist TODAY to guarantee you are ready for your first eBill!

1.	Access PittPAY by logging into my.pitt.edu and selecting PittPAY Login.
	If you don't know your University username or password, contact the Technology Help Desk for assistance at 412-624-HELP or technology.pitt.edu.
2.	Check for PittPAY Announcements on the Message Board!
	Announcements on the Message Board keep you informed about deadlines and important tasks you need to complete. The Message Board also provides you with links to useful information, including detailed information about payment plans, making payments and the eBill and due date schedule.
3. Select Authorize Payers from the PittPAY menu and follow the instructions.	
	The person(s) you authorize will be able to log into <i>PittPAY</i> to view your eBills, current account details, and make payments. Students and their Authorized Payers receive a courtesy email each time a new eBill is posted. We cannot discuss your student account with anyone except you and your Authorized Payers.
4. Select <b>Direct Deposit</b> from the <b>PittPAY</b> menu and follow the instructions.	
	You are required to have a Direct Deposit account in PittPAY. This allows us to send money <u>TO</u> you. We may need to send you money after your scholarships, grants or loans apply to your student account. We may owe you money if you change your course registration, room assignment or meal plan. When a Direct Deposit is made, you will receive a notification email from PittPAY. The bank account can be yours or any account your family feels is appropriate.
5.	Ask your Authorized Payers to sign up for Direct Deposit when they log into PittPAY.
	When a PLUS loan (Parent Loan for Undergraduate Students) applies to the student account and creates a credit balance, the parent borrower will receive the refund. We will deposit the funds into the bank account the Authorized Payer specifies on <i>their own</i> Direct Deposit profile. Authorized Payers log in at <a href="http://student-info.pitt.edu">http://student-info.pitt.edu</a> , select Authorized Payers Login to <i>PittPAY</i> , then use the login ID and temporary password the student created for them.
6.	Enroll in a Payment Plan from the PittPAY menu, if you want to pay in installments.
	Depending on the date you enroll in a <i>PittPAY</i> payment plan, you may be eligible for up to six installments for fall or spring terms, or up to 12 for an annual plan covering both fall and spring terms. Payments are automatically deducted from the bank account or charged to the credit card you designate when you enroll in a plan. You or an Authorized Payer can enroll in a Payment Plan.