Login to PittPAY at payments.pitt.edu to manage your student account. Your balance due and due date appear on the Account Summary tab. Students and Authorized Users are notified periodically by email before each due date if a balance is due.

### Announcements

Check the Announcements on the payments.pitt.edu homepage. Announcements are updated frequently to keep you informed about time-sensitive items that help you remain in good financial standing.

### eRefunds

Designate your eRefund bank account. Go to the eRefund tab in PittPAY to let us know the bank account and routing number where refunds from your student account should be deposited when you have a credit balance on your account. Credit balances can happen when payments and financial aid exceed the amount you owe, or changes in your enrollment, housing, or meal plan selections reduce your charges. **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. Without eRefunds, your refunds are mailed by paper check to your “home” address and take much longer to arrive.

### Create Your Authorized Users

Add Authorized Users to your PittPAY account. We can only discuss your account with the people you establish as Authorized Users by individual name. You can have as many as you like. Each one will receive notifications when a balance is due, can access your account, and make online payments on your behalf. One of your Authorized Users can enroll in a PittPAY Payment Plan on your behalf. Once you set them up, Authorized Users login to PittPAY from their own login button on the Student Payment Center’s website at payments.pitt.edu.

### eRefunds for Parent PLUS Borrowers

Ask your Parent PLUS Loan Borrower to enroll in eRefunds as an Authorized User. When a Parent PLUS Loan applies to the account and creates a credit balance, it is refunded to the parent or student, in accordance with the selection the parent made on the PLUS Loan application. If your parent borrower elected to have the credit balance sent to them, make sure you first establish that parent as an Authorized User in PittPAY, then ask the parent to create their own eRefund profile. To do this correctly, the parent must be logged into PittPAY as an Authorized User from payments.pitt.edu.

### PittPAY Payment Plans (optional)

Select the Payment Plans tab in PittPAY to see your payment plan offers. You or an Authorized User can enroll in a 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 receive. **Enrollment in a payment plan is optional and is not automatic; you must enroll in a plan for each term that you wish to participate.**

### Payment in Full by the Due Date

If you choose not to enroll in a payment plan, your balance is due by the due date at payments.pitt.edu/due-date-schedule/. Once you have charges to pay, select eCheck as your payment method for no fee. A 2.75% non-refundable convenience fee is charged for each payment you choose to make by debit or credit card.