<table>
<thead>
<tr>
<th><strong>Students</strong></th>
<th><strong>Authorized Users</strong></th>
</tr>
</thead>
</table>
| **Login to PittPAY** | payments.pitt.edu > Authorized User Login  
Login after your student creates your Authorized User account. |
| **Create Authorized User Accounts** | 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.  
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** | Complete your Master Promissory Note  
at StudentAid.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** | Go to the Make Payment tab. Pay by eCheck for no added fee! Payments made with a debit or credit card are assessed a 2.75% convenience fee. |
| **View Self Service Report Options** | Term 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. |