# University of Pittsburgh

## PittPAY Checklist

| | Students | Authorized Users |
|---|---|---|
| **Login to PittPAY** | payments.pitt.edu > Student PittPAY Login | payments.pitt.edu > Authorized User Login<br>Login after your student creates your Authorized User account. |
| **Create Authorized User Accounts** | Actions > Manage Authorized Users<br>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<br>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.<br>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.<br>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:<br>• Accept your loans **every year** at: my.pitt.edu > Student Center > Self Service > Student Center > Accept/Decline Awards<br>• Complete your Entrance Counseling **and** Master Promissory Note at StudentAid.gov. **Both** are required when you borrow for the **first time** at Pitt. | Complete your Master Promissory Note<br>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.<br>**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. |