

PittPAY Checklist

You will use **PittPAY** to view your student account details, view all your eBills (there are no paper bills at Pitt), make online eBill payments, and more! Complete **each item** on this checklist to guarantee you are ready for your first eBill!

1. Log into **PittPAY**: www.my.pitt.edu, select Student Services, select **PittPAY**.

Complete this checklist TODAY! If you don't know your username or can't remember your password, contact the Technology Help Desk for assistance at 412-624-HELP.

2. Read the information on the **Message Board!**



Look here to see when each eBill will be posted in **PittPAY** and its due date. **There are no paper bills at Pitt.** You must be registered for a term before a bill date OR have a balance on your student account to have a new eBill posted. **PittPAY** will send a courtesy email to your Pitt email account each time a new eBill is posted.

3. Select **Authorize Payers** from the **PittPAY** menu and follow the instructions.

The person(s) you authorize will be able to log into **PittPAY** to view your eBills, student account, and make payments. Your Authorized Payers receive a courtesy email each time a new eBill is posted. **We cannot discuss your student account with anyone except your Authorized Payers.**

4. Select **Direct Deposit** from the **PittPAY** menu and follow the instructions.

You are required to have a Direct Deposit account in PittPAY. If you change courses (drop or add), meal plans, dorm rooms, or if you receive financial aid (grants, scholarships or loans) you may have a credit balance on your student account. We will refund that money to you via the bank account you specify for Direct Deposit. You will receive an email from **PittPAY** when a Direct Deposit is made to your bank account.

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 they specify on **their own** Direct Deposit profile. Authorized Payers log in at <http://student-info.pitt.edu>, select Authorized Payers Login to **PittPAY** then use the login ID and password you assigned to them.