University of Pittsburgh Johnstown

PittPAY Checklist

Login to **PittPAY** by going to upj.pitt.edu/BusinessOffice and selecting the login button. PittPAY allows you to view and manage your student account. **Students and Authorized Users will be notified via email before each due date if there is a balance due.** Monitor the Account Summary and Account Activity tabs to see your account balance and due date.

▶ International Payments via Flywire

Select the Make Payment link, then choose International Payment via Flywire to get started. Pitt has partnered with **Flywire** for ALL payments to your student account from countries outside the U.S. Flywire guarantees the best exchange rates and a secure payment portal that ensures we can identify the payment as yours when we receive it. Payment should not exceed the amount of tuition and fees for the current term. Any excess will be posted as a prepayment for future terms. Visit upj.pitt.edu/BusinessOffice and select International Payments for more information.

▶ Payments from the United States

Select the Make Payment link, enter your payment amount, and then select your Payment Method. If you open a U.S. checking account, you can make payments to your student account by electronic check (eCheck) in PittPAY for **no fee.** If you choose to pay with a debit or credit card instead, a non-refundable convenience fee of 2.75% will apply.

▶ PittPAY Payment Plans (optional)

Select the "Payment Plans" tabs in PittPAY. You or an Authorized User can enroll in a plan if you want to pay 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 plan occurs before the term ends, so the earlier you sign up, the more installments you receive. **Enrollment in a payment plan is optional and is not automatic; you must re-enroll each term you wish to participate**.

▶ Sponsor Payments

You must enroll in Sponsored Billing if you are being sponsored by an organization or governmental entity who will pay a portion or all your tuition and fees. Visit payments.pitt.edu/SponsoredBilling for details.

▶ eRefunds

Choose the "Setup eRefunds" Quick Link in PittPAY to enroll in eRefunds. This allows us to send money TO you when a credit balance exists on your account. Refunding can happen if you change your registration, housing, or meal plans. Refunding is automatic each weekday, so set this up today! You can designate any personal U.S. checking or savings account that you feel is appropriate. If you choose not to use eRefunds, your refunds will be sent by paper check to your mailing address. (See next checklist item).

▶ Update Your Mailing Address

International students must have a valid U.S. mailing address in the student system. Log into my.pitt.edu, click the orange icon for the Student Center, then Self Service, Campus Personal Information, Addresses. Edit your mailing address if you need to change it to a U.S. address. Make sure Address 1, City, State, and Postal Code are complete, then save your changes.

▶ Manage Authorized Users

Select the "Setup Authorized Users" Quick Link in PittPAY to create Authorized Users. **We can only discuss your account with the individuals you establish.** You can have as many as you like. Each one will receive due date notifications, can access your account, and make online payments (including international payments). Once you set them up, Authorized Users should go to upj.pitt.edu/BusinessOffice to access PittPAY.

Pitt Johnstown Business Office

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