

- Log Into PittPAY** - Go to <http://upj.pitt.edu/businessoffice> and select the login button. You can also access PittPAY by logging into <https://my.pitt.edu> and selecting PittPAY. (If you don't know your Pitt username or password, call the Technology Help Desk for assistance at 412-624-HELP). PittPAY is where you will go to view and manage your student account. **Students and their Authorized Users will be notified via email when there is a balance due on the student account.** Monitor the Account Summary and Account Activity tabs in PittPAY to see your account balance and due date.
- Create Authorized Users** - Select the "Setup/Manage Authorized Users" Quick Link in PittPAY to create or update your 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 to your account. 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 Business Office website at <http://upj.pitt.edu/businessoffice>.
- Enroll in a Payment Plan (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.**
 - ❖ If you choose not to enroll in a payment plan, your account balance will be due according to the date on your Account Summary and Account Activity pages in PittPAY. Once you have charges posted, you can pay online through the Make Payment tab. Pay by eCheck from a personal U.S. checking account for no fee. **A non-refundable service fee is charged for each payment you make by debit or credit card.** Payments can be made over the phone by eCheck. Paper check payments can be mailed to the Business Office at the address below. We also accept cash and paper checks in our office.
- eRefund Enrollment** - Choose the "Setup eRefunds" Quick Link to enroll in eRefunds. This allows us to send money TO you when a credit balance exists on your account. This can happen when payments and financial aid exceed the amount you owe, or if you change your registration, housing, or meal plan. 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.
- You must **accept/decline** your federal loans. They will not post to your student account until accepted. Follow this path: Log into my.pitt.edu > Select PeopleSoft/HighPoint CX > Select Financials > Accept/Decline loans
- Review **"To Do Items" in PittPAY** under Quick Links on the Account Summary tab. This feature reminds you of any missing requirements for Financial Aid. It may include information to complete verification, MPN, or EC.
- Complete your **Master Promissory Note (MPN)** for federal loans at: <https://studentaid.gov/mpn/>
- Complete your **Entrance Counseling (EC)** for federal loans at: <https://studentaid.gov/entrance-counseling/>

Pitt Johnstown Business Office

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