

# HOW TO PAY YOUR BILL & PAYMENT OPTIONS

## PAYMENT OPTION 1: Extended Payment Plan

Pay your bill in installments through our Extended Payment Plan over three months (January, February and March). There is no minimum payment each month. Your account balance must be fully paid to be allowed to pre-register for the next semester's classes. If you choose this option, there is a \$15 fee assessed each month until the balance is paid in full.

## PAYMENT OPTION 2: Pay The Full Amount By Due Date

Pay the full amount by due date on your bill and you will not be assessed additional fees.

## How to Pay Your Bill

After selecting your payment option, follow these steps to access your bill and submit your payment as soon as possible:

1. Log into BU Brain at <http://bubrain.binghamton.edu/> using your PODS username and password or B-Number and PIN.
2. Confirm your semester enrollment through BU Brain as soon as possible, but no later than the end of the first week of the semester. Failure to confirm enrollment will result in the cancellation of your class registration and the release of your class seats for other students.
3. Access QuickPay through the Student Accounts menu on the "Student Tools" tab of BU Brain to see and/or print your billing statement.
4. Add authorized payer(s). Unless a student authorizes parent(s)/guardian(s) or someone else to view/pay the bill, only the student will have access. Each time a statement is posted, you and any authorized payer will receive notification. You will receive notification to your Binghamton University email (our official method of communication), so make sure to check your email regularly.
5. Next, pay online or by mail:
  - **If paying online:**  
After logging into BU Brain and accessing QuickPAY:  
Pay with an electronic check or savings payment (have account routing number) OR  
pay with a credit card (we accept all major credit cards) or a debit card.
  - **If paying by mail:**  
Print your online bill. Complete and mail to: Student Accounts P.O. Box 6003, Binghamton, NY 13902-6003.  
Binghamton University accepts personal or bank checks or money orders.  
Bill must be *received* by the deadline indicated on your bill.

## Parent(s)/Guardian(s) Notification/Access

Student Accounts only sends semester bills via email to students.

If parent(s)/guardian(s) would like notification also sent to a personal email account(s), your student must add you as an authorized payer on his/her QuikPAY account. This is the only way for you to also receive electronic billing notifications and to gain access to view, print and pay your student's bill.

### Questions?

Email us at [stuacct@binghamton.edu](mailto:stuacct@binghamton.edu) or phone 607-777-2702 during office hours: 9:30 a.m. - 4 p.m., EST (Now - May, 2010); 9:00 a.m. - 4 p.m., EST (May - August, 2010).