SU Pay Instructions

I am a student. How do I log in?

**Students:** Go to [suffolk.edu/payment](http://suffolk.edu/payment)
- Click on your category under “SU Pay Login”
- Log in to your My Suffolk account using your portal username and password.
- Go to the **My Finances** tab and click on **SU Pay**.
- Once you log in, click on the **Students** button on the far left select **Welcome to SU Pay** and then click on **View Your Student Account**.

How do I set up an authorized user?

You can set up an authorized user to view your account, billing statements, and make payments on your behalf. Select **Authorized Users** located under **My Profile Setup**.

![My Profile Setup](My-Profile-Setup.png)

Enter the email address of the individual you would like to add as an authorized user. Your authorized user will receive two emails with login information to access the system. You may set up numerous individuals as authorized users (parents, guardians, grandparents, etc.). Payment information (account numbers, etc.) will never be shared.

![Authorized Users](Authorized-Users.png)

I have been set up as an Authorized user? How do I log in?

** Authorized User Access:** Access is provided through [suffolk.edu/payment](http://suffolk.edu/payment) under the Authorized User section. Please use the login information received when your student set you up as an authorized user in SU Pay.
How do I view my billing statement?

Go to My Account and select Statements to review your current billing statement.

How do I make a payment?

Select Make a Payment. You will be able to make a payment at that time as well as schedule a payment for a future date by following the prompts on the screen.

Once payment is received, a payment confirmation and an email notification will be generated.

What is “Electronic Refunds”? What do I have to do?

Electronic Refunds is an option for the student to receive their refund directly into their bank account. A refund is issued only to a student and only the student refund profile in SU Pay is used. No Electronic Refunds will be issued to an Authorized User.