

SU Pay Instructions

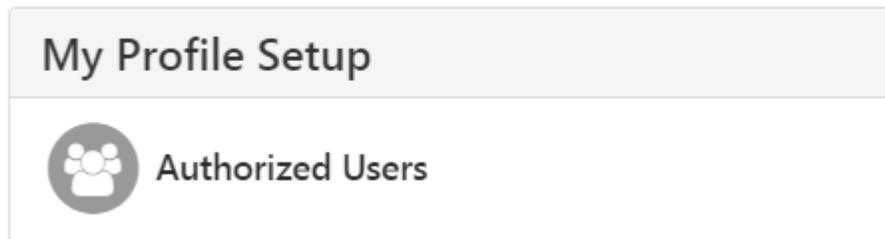
I am a student. How do I log in?

Students: Go to 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**.



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

Add Authorized User

You can give others (parents, employers, etc.) the ability to access your account information. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

Email address of the authorized user

Would you like to allow this person to view your billing statement and account activity?

Yes

No

Would you like to allow this person to view your 1098-T tax statement?

Yes

No

Would you like to allow this person to view your payment history and account activity?

Yes

No

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

Authorized User Access: Access is provided through 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.

Statements

Billing Statements

1098-T Tax Statements

Please make sure your browser's pop-up blocker is disabled before you view a statement.

Current balance includes activity since your last statement, including recent payments and new charges.

Show 10 entries

Search:

| Statement Date | Statement Description | Due Date | Amount | Action |
|----------------|-----------------------|----------|--------|--------|
|----------------|-----------------------|----------|--------|--------|

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.

My Account **Make Payment** Payment Plans Deposits Refunds Help

Account Payment



Amount



Method



Confirmation



Receipt

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.

My Account Make Payment Payment Plans Deposits **Refunds** Help

eRefunds

eRefunds puts money in your account... FAST!

No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.

A refund is now available to you.