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The logon page for Penn.Pay can be found on the Student Portal, Penn InTouch and on the Student Registration and Financial Services page. The student will enter his/her PennKey and Password and click on Log in.

\(^1\) Authorized Users will have a different logon page, please see Appendix A
Welcome to your Student Account, where you’ll view, manage, and pay your student bills.

Your Student Account Home Page is a summary of your Account here’s a quick overview of what you can do when you’re here.

- Check your account balance (a total of the bills you owe)
- Pay towards your balance
- See important announcements from your school
- View account statements that summarize your bills
- Save payment methods to make future payments easier and faster
- Find links to important profile setup features
- Authorize others to pay bills on your behalf
ACCOUNT OVERVIEW

1 Announcement – See the Announcement area for information about your campus bills and payments.

2 Account Alerts – Watch this space for important messages about your account.

3 View Account (Account Balances)
   - Balance – The total balance you owe, before any Financial Aid is added.
   - Estimated Financial Aid and other credits – Before Financial Aid is officially awarded, you may see your Estimated Financial Aid calculated in this space.
   - Balance Including Estimated Aid and other credits – The total balance you owe, after including Estimated Financial Aid and other credits.
   - Make a Payment – Follow this link to make a payment towards your balance.
   - View Activity – See all of the bills and payments for your account.
   - Enroll in a Payment Plan – If your balance is eligible for a payment plan, you may enroll in a plan if one is offered by your school.

4 Statements – Your bills and account statements will be listed here. Click a bill description to view the details.
Complete the setup of your Student Account to ensure fast, easy payments and refunds.

1. **Authorized Users** – Give others (like parents) permission to view and pay your bills

2. **My Payment Profile** – Add a payment method to your account to make future payments quickly

3. **Notifications** – Add a mobile number to your account to get text notifications and updates about your account details*.

   *Charge may apply depending on your wireless provider.

**Electronic Refunds** - Add an account for electronic refunds to ensure you get your refunds as quickly as possible

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**Footnote:**
American Express, MaterCard and Discover are accepted. A non-refundable service fee of 2.75% will be charged for the use of any card.
MENU AND NAVIGATION

1 My Account
   - **Current Activity** – All of the charges, payments, and Financial Aid disbursements for your Student Account
   - **Statements** – All of your bill statements, along with the amount due and a link to bill details
   - **Pending Payments** – Any payments that are scheduled for a future date
   - **Payment History** – Any payments that have already been made
   - **Consents and Agreements** – Review any online approvals you’ve granted for your Student Account

2 Make a Payment – Make a full or partial payment against your account balance

3 Payment Plans – View your current payment plan, or enroll in a plan to pay your balance over time

4 Help – See your options for finding help with questions about your Student Account

Footnote:
American Express, MaterCard and Discover are accepted. A non-refundable service fee of 2.75% will be charged for the use of any card.
ACCOUNT STATEMENT

Benjamin Franklin
3601 Locust Walk
Philadelphia, PA 19104
Student ID: 00000001

<table>
<thead>
<tr>
<th>Term</th>
<th>Date</th>
<th>Description</th>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>07/05/2016</td>
<td>Previous Billed Balance</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Current Charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Fee</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuition Law School</td>
<td>$2,760.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Technology Fee</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Current Billed Balance</td>
<td>$2,800.00</td>
<td></td>
</tr>
</tbody>
</table>

Previous Balance | Past Due | Current Balance | Total Amount Due
$0.00            | $0.00    | $2,800.00       | $2,800.00

Make check payable to the trustees of the University of Pennsylvania.
If paying by check, please print the student's full name and 8-digit PennID#
APPENDIX A - AUTHORIZED USER LOGON

If you’ve been designated as an Authorized User, there are a few differences in your Penn.Pay experience.

Most importantly, you will have to be invited before you’ll be able to logon. Once invited, you’ll receive two emails from srfsdnr@exchange.upenn.edu. Do not respond to the email address it is from an unmonitored location.

The first email that you’ll receive, (below), lets you know you’ve been invited, gives you your username and shares the website address with you.

From: srfsdnr@exchange.upenn.edu [mailto:srfsdnr@exchange.upenn.edu]
Sent: Wednesday, March 30, 2016 4:06 PM
To: Franklin, Ben
Subject: You have been given access

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments on behalf of this student, schedule or automate future payments and more.

https://test_secure.touchnet.net:8443/C21690Test_tsa/web/index.jsp

======== ACCESS INFORMATION =======
Student Name --- [ UPenn Student ]
Username --- [ bfranklin@upenn.edu ]
=================================================================

The second email that you’ll receive, (below) contains your temporary password.

From: srfsdnr@exchange.upenn.edu [mailto:srfsdnr@exchange.upenn.edu]
Sent: Wednesday, March 30, 2016 4:06 PM
To: Franklin, Ben
Subject: Your access information

This is an automated message to inform you that the student listed below has granted you access to his or her online billing information. You now have the ability to make payments, schedule or automate future payments, and more. For your first login, you will use the password shown below. For security, your username for this account is sent in a separate message.

======== ACCESS INFORMATION =======
Student Name --- [ UPenn Student ]
Password --- [ XXXXXXXXXXX ]
=================================================================
APPENDIX A - AUTHORIZED USER LOGON

Students logon to Penn.Pay using his or her PennKey credentials to navigate through a University portal; you’ll use the web address provided to you and use your own credentials. If you forget your password, you may have a new password sent to you by clicking on **Forgot your password?**

You may want to update your Personal Profile, select it from the menu bar. Enter your first and last name. You may also add an alternate email address. Additionally, you may change your primary email address (note that if you do so then that address will become your user name), and change your password. Be sure to save your changes.
APPENDIX A - AUTHORIZED USER LOGON

If you wish to receive notifications via text messaging, be sure to select the Communication button, and enter your phone number NNN-NNN-NNNN.

If you have more than one student at Penn, you'll have the option of selecting the student whose account you wish to make a payment for, or you can opt to select all students and make a payment for all of them at the same time. To select one, click on the student's name, to select all, click on Pay All.