

UR ePAY

- What are eBills?
- How do I access my eBill?
- How can I pay my eBill?
- How can I authorize others to pay my eBills?
- What are the benefits of an eBill?
- When do I receive an eBill?
- Where will the e-mail notices be sent?
- I'm not sure what my user id and/or password is. HELP!
- How do I get a copy of my bill for my employer or sponsor?
- Can I mail my payment?
- How do I print a copy of my bill?
- What is the due date for the bill?

WHAT ARE eBILLS?

eBills are electronic student billing statements that display the same information as the traditional paper billing statements: charges for tuition, fees, room and board; credits; and payments. eBills are posted in **UR ePAY** each month between the 15th and 18th when you have new or unpaid charges. The due date is always the 10th of the following month. You must be registered for classes before your eBill can be posted. You will be able to download a PDF version of the bill by clicking on **View Accounts** from the menu at the left and click on **Printable PDF**, on the **Current Statement** page.

HOW DO I ACCESS MY eBILL?

Students in the **School of Medicine and Dentistry** log into the Blackboard Portal, <http://student.urmc.rochester.edu>, **My URMC** tab / Quick Links / scroll down and click on **UR ePAY**

Authorized Payers please go to the following website:

<https://quikpayasp.com/rochester/tuition/authorized.do>. Enter your Login Name and Password and click on the LOG IN box. Once you are in **UR ePAY**, select **View Accounts** from the menu on your left.

HOW CAN I PAY MY eBILL?

You or your Authorized Payers can pay online while you are in **UR ePAY**, by either eCheck or credit card. eCheck is a fast, free and secure method for you to pay your eBill from any checking account without having to mail a check. There is no additional charge to pay by eCheck.

To make an eCheck payment using the payment screens, provide your routing and account numbers from the bottom of your check, and the amount you wish to pay. You will receive a receipt documenting the transaction for your records. Press the question mark on the payments page if you need help locating the routing and/or account numbers, and you will see an example to assist you.

If paying by credit card, the *UR ePAY* vendor will assess a 2.75% fee for providing payment services.

HOW CAN I AUTHORIZE OTHERS TO PAY MY eBILLS?

Students can set up individuals (parents, guardians, spouses, or third parties) to view and pay eBills by logging onto *UR ePAY* and selecting “**Authorize Payers**”. Follow the instructions on the **Authorize Payers** page. Be sure to include an e-mail address so your **Authorized Payer** will receive e-mail notifications of eBill announcements.

WHAT ARE THE BENEFITS OF eBILL?

- Convenient access – 24/7 access from any internet connection
- Information is secure and confidential – only you and those you authorize can see your eBills
- Access up to 12 months of billing history
- Timely reminders to pay your bill to avoid late charges
- No stamps, post office, or costly snail mail delays

WHEN DO I RECEIVE AN eBILL?

If you have new activity or unpaid charges on your student account, between the 15th and the 18th of the month you will automatically receive an e-mail that your eBill is available to view and pay in *UR ePAY*. The e-mail will be sent to your official University e-mail account. If you have authorized other payers in *UR ePAY* (such as your parents, a guardian, spouse, or third party sponsor) and they have added an e-mail address in *UR ePAY*, they will receive e-mail notification as well.

WHERE WILL THE E-MAIL NOTICES BE SENT?

The e-mail will be sent to your official University e-mail account. You should check that account daily for correspondence from various University offices; eBills will be available in *UR ePAY* between the 15th and the 18th of each month.

I’M NOT SURE IF I HAVE A BLACKBOARD ACCOUNT or WHAT MY PASSWORD IS.

Log onto the Blackboard site and select the CREATE button to open a Blackboard account and follow the instructions. Click on FORGOT PASSWORD phrase for information on how to receive your PASSWORD. If you have problems with the site, please contact the Help Desk at (585)275-2000 (52000).

HOW DO I GET A COPY OF MY BILL FOR MY EMPLOYER OR SPONSOR?

You will be able to print or save a copy of your bill from *UR ePAY*. Once logged in, select *View Accounts* from the menu on the left which will then display the CURRENT STATEMENT page; select the **Printable PDF** link.

CAN I MAIL MY PAYMENT?

We encourage you to make payments online. While our vendor charges a 2.75% service charge for using MasterCard, Discover, or American Express (our vendor does not accept VISA), you are not charged for making eCheck payments. We accept eCheck payments from any regular checking or savings account provided your bank participates in the Automated Clearinghouse Network (ACH).

Checks issued from credit card companies, money market accounts, home equity or other lines of credit cannot be processed as an eCheck. If you wish to make a check payment from one of these accounts, please print your bill and detach and include the remittance form at the top of the bill with your payment. Please mail the payment to:

University of Rochester School of Medicine and Dentistry
Bursar's Office, Box 601
601 Elmwood Ave
Rochester, NY 14642-8601

Please use the **Printable PDF** link on the CURRENT STATEMENT page, detach the Remittance Form from the top of the page and mail your check or money order payment to the address on the Remittance Form. Mail your check or money order payment at least 5 days before the due date to ensure receipt and avoid a late payment fee. Due dates are always the 10th of the month.

HOW DO I PRINT A COPY OF MY BILL?

Student: Log into your Blackboard account, go to QUICK LINKS / CAMPUS INFO / click on **UR ePAY**. Once in **UR ePAY** select **View Accounts** from the menu on the left. The Current Statement screen will be displayed, click on **Printable PDF** to view and print the bill.

Authorized Payer: go to <https://quikpayasp.com/rochester/tuition/authorized.do>. Once in **UR ePAY** select **View Accounts** from the menu on the left. The Current Statement screen will be displayed, click on **Printable PDF** to view and print the bill.

WHAT IS THE DUE DATE FOR THE BILL?

The bill due dates are always the 10th of each month. If payment is received after that date, a 1 percent late fee will be assessed on the past due balance.