

## E-Billing for Graduate Students

Following are instructions for using TigerPay, Princeton University's new electronic tuition bill system. Please note that enrollment and acceptance of the Terms and Conditions of the site is required before we can send you an e-bill. Enroll today!

### Getting Started:

1. You will receive an email with the subject "You have been invited to enroll to use TigerPay".
2. Follow the link in the invitation email to enroll.
3. Click on the new user "Sign UP" button from the site:

### New User? Sign Up Now!

A rectangular button with a light gray background and a thin black border. The text "Sign Up!" is centered in a dark gray font.

4. Select the "Student" radio button.
5. Review and then click the "Accept" box for the Terms and Conditions required for using this site.
6. Enter your Last Name, Princeton University ID Number (found on your ID card), and Date of Birth. Click the "Next" button.
7. Your Department Information will be displayed on this screen. Click the "Next" button.
8. Select a Username and Password. Note that usernames and passwords are case sensitive. You should keep your TigerPay User Name and Password confidential and in a safe place for reference. This will be required each time you login into TigerPay.
9. Your primary e-mail address will be your Princeton University e-mail address. You may, however, add additional e-mail addresses.

### You have now created your TigerPay account!

From the next panel, you can:

- View/print current bill.
- View/print previous bills.
- View recent account activity not yet billed.
- Create a Payment Profile for submitting electronic payments.
- Make electronic payments and view electronic payment history.
- Invite others to view and receive your bill electronically.

- **POP-UP BLOCKER ALERT!** The bill will be presented in a pop-up window. If you have pop-up blocking software or a browser that is configured to suppress pop-up windows, you may have to deactivate or reconfigure your software. No pop-up advertisements are used on this site and no adware is installed by using this site.