

## **E-Billing Instructions for Undergraduate Students**

Following are instructions for using TigerPay, Princeton University's new electronic tuition bill system.

Please note that as per the Family Educational Rights and Privacy Act (FERPA), the student is financially responsible for his/her Student Account. However, you may give parents and others access to your tuition bills and account activity. To do so with TigerPay, the your must first enroll in e-billing. Then, you will be permitted to 'invite' parents and other individuals responsible for paying student bills. 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!**



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 (your PUID is printed on your Princeton ID card), and Date of Birth. Click the "Next" button.
7. Your Contact Information will be displayed on this screen.
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 secure electronic payments.
  - Make electronic payments and view electronic payment history.
  - Invite Parents and 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.

**Instructions for inviting parents (or other payers) to sign up for TigerPay:**

1. From the “My Profile” tab, click the button “Invite Other Payer.”
2. Enter a ‘nickname’ for the account (e.g., mom, dad), your student email address as the primary address, and the email address of the person you wish to invite.
3. Click “Invite” after completing the Other Payer information.
4. The TigerPay system will send an e-mail to the payer with a special Activation ID number. The Activation ID number along with your Princeton University Identification Number (PUID) will enable them to sign up and to associate them with your account. The invitee can then enter their payment account information. For additional questions and answers, please visit the Student Accounts website: <http://web.princeton.edu/sites/TreasurersOffice/LandR/StudentAccounts/>.