

Introducing the enhanced.....

NYU Electronic Suite for E-billing + E-payment

For additional information, visit the Electronic Suite section on the Bursar's website www.nyu.edu/bursar/esuite

What's New?

Beginning the week of April 11, 2011, New York University is launching an enhanced electronic bill and payment system — a one-stop shop for Student Financial Services.

What is the Electronic Suite?

The Electronic Suite (eSuite) enables you to view your NYU electronic tuition bill, and also to make an electronic check payment towards your student account. It gives students and parents the option to pay via e-check, but other payment methods will still be available (visit www.nyu.edu/bursar/paymentmethods).

How are tuition bills generated?

The University's electronic suite is the official means of generating tuition bills to enrolled students. Students can also invite parents or other authorized users to create their own user account and to view tuition bills. See additional instructions below.

How will I know when my bill is available?

Each time a bill is generated, an e-mail will be sent to your official NYU e-mail address. ***Please note:** It will only be sent to your NYUHome e-mail address.

How do I access my eSuite account?

Enrolled students will access their e-bill, and can also make e-check payments by logging onto the Albert Student Center via NYUHome.

- Once in the Albert Student Center, the student clicks on the **View Bursar Account** link located under the **Finances** list of options. This will link you to the secure eSuite website.

NYU's Electronic Suite One-Stop Shop for Student Financial Services

- **E-billing**
- **E-check payments**
- **E-refunds (for students only)**
- **Online payment plan**

The screenshot shows the NYU Office of the Bursar eSuite interface. At the top, it says 'New York University Office of the Bursar www.nyu.edu/bursar' and 'Welcome to NYU's eSuite (e-billing + e-payment)'. The user is logged in as 'John Smith'. Navigation tabs include 'My Account', 'Payments', 'Payment Plans', 'eBills', 'eDeposits', and 'eRefunds'. Under 'My Account', there are links for 'Account Activity', 'My Profiles', and 'Authorized Users'. A central box lists three options: 'View Account Activity in Real-time', 'Pay your statement online with an Electronic Check', and 'View static monthly Electronic bill statements'. To the right, the 'My Account' section shows 'Current Account Status' with a balance of \$27,595.00, estimated financial aid of \$4,000.00, and a current balance including aid of \$23,595.00. There are buttons for 'Make a Payment' and 'View Account Activity'. Below that, 'Statements' are listed, including 'April 2011 Electronic bill' and 'May 2011 Electronic bill'. An arrow points from the 'View static monthly Electronic bill statements' option to the 'April 2011 Electronic bill' link.

Can my parents/authorized users access my eSuite account?

Students can grant parents/authorized users access to their eSuite account.

1. Once students are logged onto the eSuite website, they can select the **My Account** tab and then click on the **Authorized Users** link.
2. Enter your parents' e-mail addresses.
3. Each parent will then receive two e-mail notifications with instructions on how to set up his/her individual eSuite account — with a login name and password.
4. After enrolling, parents will also be notified each time a new billing statement is available.

If parents/authorized users already have an e-bill account, do they have to be re-invited (by the student) to create a new eSuite account?

***Yes**, we've launched a newly enhanced system, with a different web link. Before parents can login, the student must **re-invite** them to be authorized users.

Parents will continue to have access to the former e-bill site to reference e-bills generated prior to April 2011 (until December 2011).

If parents/authorized users want to make an electronic check payment, do they have to be invited (by the student) to create a new eSuite account?

***Yes**, to make an e-check payment, parents **must be** invited by the student, to create an eSuite account.