ADJUST BILL, CONFIRM ENROLLMENT, AND MAKE PAYMENT

1. Login to MyPlattsburgh

2. Click Students tab

3. Click My Accounts under Student Accounts (right part of screen).

4. Click the appropriate Term (ex Spring 2020, Fall 2020, etc)

5. Click I Acknowledge Receipt of Debt Notice button after reading the information about New York State Collection Law.

6. You will now see your bill and financial aid (if any). Review your tuition, fees and billed credit hours. If you find an error, write us a note in the comment box. You will not receive a paper bill. Check your account periodically for updates.

   If you have any optional fees, choose which ones you want to keep or remove.

   If you wish to waive medical coverage, click Medical Insurance/Waiver. This is also the first second link under the Student Accounts group on the Student tab. Enter your current insurance information on website in order to wavier insurance. It normally takes 1 to 2 business days for the waiver to post.

   If you have questions about your financial aid or aid does not appear on your account, contact the Financial Aid Office at (518) 564-2072 or finaid@plattsburgh.edu. Private scholarships cannot be credited to your account unless they have been received by the College. Instead, you must pay the balance on your bill and then be reimbursed once the credit appears.

7. Click Update Charges button once you choose your options. If you make additional adjustments to your options, be sure to click the Update Charges button again.

8. If everything is correct, then Click Confirm Enrollment button.

9. To make a payment, click Make a Credit Card Payment or Make a Web Check Payment or mail a check payable to SUNY Plattsburgh to the address above.

10. To enroll in a payment plan, click Enroll in the College Payment Plan

11. Confirm enrollment by the due date on your bill to avoid an administrative fee.