Adjust Bill, Confirm Enrollment, Make Payment

_Here’s how to take care of your online summer bill…_

**Confirm enrollment** (accept your charges) by the due date on your bill to avoid an administrative fee.

Login to [http://my.plattsburgh.edu](http://my.plattsburgh.edu)

**Click** ⇒ **Student Services** tab

Look for the **Student Accounts** box near the lower right corner of the screen.

**Click** ⇒ **My Accounts**

**Click** ⇒ The most recent [summer term] that is not zero.

You should now be at the **SUNY Plattsburgh Tuition Bill Adjustments** screen. Read the information about New York State Collection Law.

**Click** ⇒ [I Acknowledge Receipt of Debt Notice] button.

Post-dated checks will not be accepted. Each returned check is subject to a $20 returned-check fee.

You will now see your bill and financial aid (if any). Review your tuition, fees and billed credit hours to make sure everything is correct. If you find an error, write us a note in the comment box. **You will not receive a paper bill.** 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.

**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 before you click the [Confirm Enrollment] button.

If everything is correct, then

**Click** ⇒ [Confirm Enrollment] button.

At the bottom of the **SUNY Plattsburgh Account Summary with Financial Aid** screen,

**Click** ⇒ [Make a Credit Card Payment] or

**Click** ⇒ [Make a Web Check Payment]

Contact Student Accounts if you wish to enroll in a payment plan.

Print a receipt for your records.