Here’s how to take care of your online bill...

If you do not plan to attend SUNY Plattsburgh this semester and you are:

- A new student who paid a deposit, email admissions@plattsburgh.edu or call (518) 564-2040.
- A returning matriculated student, refer to our College Withdrawal Policy or email advise@plattsburgh.edu to officially withdraw.
- A non-matriculated student, email registrar@plattsburgh.edu or call (518) 564-2100.

**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** which is the second link below the **Student Accounts** group.

**Click** ⇒ The appropriate [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.

You will now see your bill and financial aid (if any). Review your tuition, fees and billed credit hours, and select any options you would like. 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 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** ⇒ **Medical Insurance / Waiver** if you wish to waive medical coverage. Enter your current insurance information on AIG’s website. AIG handles all insurance waiver requests.

**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 [Make a Web Check Payment] or

**Click** ⇒ [Enroll in the College Payment Plan]