Net.Pay Enrollment Instructions for Students

All registered students will receive monthly bursar bills electronically through Cornell Net.Pay, our online billing and payment service. Each month, you will be sent an e-mail to your Cornell e-mail address with the subject line “Your New Cornell E-bill is Now Available.” When you receive your e-mail notification, go to www.bursar.cornell.edu/netpay/ to open and view your bill. You will need your user name and password to access your account. If you have not yet set up your user name and password, please see the instructions below.

Setting up username and password:

- Log on to Net.Pay and click on the new user “Sign Up!” button
- Enter your last name, your Cornell seven-digit student ID number, and your date of birth (MM/DD/YYYY) to identify yourself as a Cornell student
- Select a username and password to keep your account information secure and confidential.

USERNAMES AND PASSWORDS ARE CASE SENSITIVE.

Your primary e-mail address is your Cornell e-mail address, and this cannot be changed. However, you may add additional e-mail addresses.

If you have not activated your Cornell e-mail account, go to http://whoiam.cornell.edu and follow the steps to activate your e-mail account. You are asked to check this account regularly, throughout the year, for important announcements from Cornell. You may forward your Cornell e-mail to a non-Cornell e-mail. If you do not know your NetID, please contact the CIT Helpdesk at (607) 255-8990.

- Payment accounts must be a checking or savings account from a U.S. financial institution. You will need to enter payment account information.

How do I get my parents (or others) signed up to use Net.Pay?

- Invite other payers via Net.Pay by going to “My Profile,” and click the button “Invite Other Payer.”
- Enter a nickname for the account, your Cornell e-mail address as the primary address, and the recipient e-mail address of the person you wish to invite.
- Click invite after completing the Other Payer information
- The Net.Pay system will send an e-mail to the payer with a special Activation ID number. The Activation ID number will enable them to sign up and associate themselves with the student. Parents (or others) can then enter their payment account information.

Through Net.Pay you can also…

- Print a copy of your bill by clicking on the button “Printable Version” located at the bottom of the bill
- Access and print prior month’s bills
- Make payments online
- View online payment history
- View and print 1098-Ts