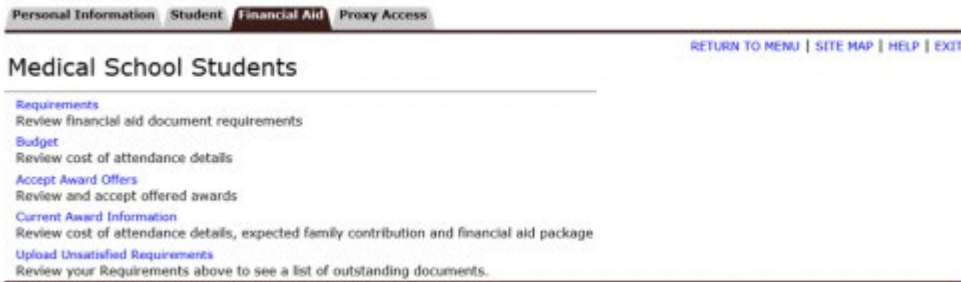


Navigating Self-Service Banner (SSB)

To navigate through Self-Service Banner (SSB), please enter secure area using URL: <https://selfservice.brown.edu> with your username and password:

SSB Medical School Students Financial Aid tab houses application requirements, personalized COA budget, annual financial aid package, and link to upload documents:



To upload your financial aid documents:



Upload Helpful Hints:

- Submitted forms need to be in pdf format. Fill out forms, save on personal computer as pdf; then upload saved form via SSB. Do not include extra periods in the file name; myFile.pdf, for example.
- Another option is the app, [Scannable/Evernote](#), where you can transform documents into scans with your mobile device and save as a pdf.
- **Scan in black and white** at a low resolution (200-300 dpi).
- AMS library has scanners and step-by-step instructions.
- SSB is interactive and document status changes take up to 3 business days for processing.
- A "P" indicates the document is pending. Example: a W2 will be in "P" status until TAX is approved.

- An "I" indicates submitted document is incomplete. Example: a missing signature or information is still needed.

SSB Student Account tab details University billing, payments and refunds to your account. Account Detail for Term and Statement and Payment History selections contain valuable information:

The screenshot shows the 'Student Account' page. At the top, there are navigation tabs: 'Personal Information', 'Student' (which is highlighted), 'Financial Aid', and 'Proxy Access'. To the right of these tabs are links for 'RETURN TO MENU | SITE MAP | HELP | EXIT'. Below the navigation is the main heading 'Student Account'. Underneath, there is a list of links: 'Account Detail for Term', 'Statement and Payment History', 'Make an electronic check (ACH) payment', 'Flywire (formerlyPeerTransfer) Payments' (with a sub-note: 'This payment type is for international student account payments.'), 'Setup an Installment Payment Plan' (with a sub-note: 'Plan enrollment available prior to each term for actively enrolled Undergraduate, Graduate and Medical students'), 'Enroll in eRefund' (with a sub-note: 'To provide banking information for electronic refunds, a quick and convenient way to receive a student account refund'), 'Tax Notification', 'View Holds', 'General Information/Billing Information', 'Bursar Contact Information', and 'Department Contact Information'.

Annually, update your personal information in the SSB Personal Information tab. Update addresses, emergency contacts, cell phone numbers for emergency messages, marital status and other pertinent information.

The screenshot shows the 'Personal Information' page. At the top, there are navigation tabs: 'Personal Information' (which is highlighted), 'Student', 'Financial Aid', and 'Proxy Access'. To the right of these tabs are links for 'RETURN TO MENU | SITE MAP | HELP | EXIT'. Below the navigation is the main heading 'Personal Information'. Underneath, there is a grey box containing the text: 'These options are intended only for enrolled Brown University students.' Below this box, there is a list of links: 'My Personal Information' (with a sub-note: 'Review and Edit: Addresses, Emergency Contacts, Cell Phone Numbers, Parent/Family Information, Marital Status, Religion, and Confidentiality.'), 'Summer Housing and Dining Selection' (with a sub-note: 'Follow this link to declare your Housing and/or Dining selections for this Summer.'), 'Race Ethnicity Survey' (with a sub-note: 'Follow this link to update your race ethnicity information.'), and 'Meal Plan Contract Changes and Cancellations'.