

# Columbia Tuition Benefit Tracking System

Online Portal Instructions



## STEP 1

Access the EBPA Columbia mini site [here](http://www.ebpabenefits.com/my-group-links/10586). ([www.ebpabenefits.com/my-group-links/10586](http://www.ebpabenefits.com/my-group-links/10586))

The screenshot shows the EBPA website interface. At the top left is the EBPA logo. To the right is a navigation menu with links: Why EBPA, Our Services, Members, Employers, Providers, and Brokers. Below the navigation is a breadcrumb trail: Home > My Group Links > Columbia University. A progress indicator shows 'Step 1' and 'Step 2', with 'Step 2' being the active step. The main heading is 'What can we help you with today?' followed by the instruction 'Select one of the below options so we can quickly get you where you need to be:'. There are four cards, each with an icon and a title:

- Columbia Tuition Application Status Tracking Portal**: Icon of a graduation cap.
- My Retiree or Direct Billing Plan**: Icon of a dollar sign with an upward arrow.
- My Parking and Transit (Commuter) Plan**: Icon of a car with a 'P' parking sign.
- Group Specific Forms and Documents**: Icon of a document with lines representing text.

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## STEP 2

Once the EBPA Columbia mini site has loaded Select the tile "Columbia Tuition Scholarship Application Status Tracking Portal"

A screenshot of the EBPA Columbia mini site. The top navigation bar includes the EBPA logo and links for "Why EBPA", "Our Services", "Members", "Employers", "Providers", and "Brokers". Below the navigation bar is a breadcrumb trail: "Home &gt; My Group Links &gt; Columbia University". A progress indicator shows "Step 1" and "Step 2", with "Step 2" being the active step. The main heading is "What can we help you with today?" followed by the instruction "Select one of the below options so we can quickly get you where you need to be:". There are four tiles, each with an icon and text. The first tile, "Columbia Tuition Application Status Tracking Portal", is highlighted with a red arrow. The other tiles are "My Retiree or Direct Billing Plan" (with a dollar sign icon), "My Parking and Transit (Commuter) Plan" (with a car and parking 'P' icon), and "Group Specific Forms and Documents" (with a document icon).

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### STEP 3

**First time users** will need to select "Register Now." If you are a **returning user**, simply click LOG IN and input your email and password.

A screenshot of the EBPA Member Portal Login page. The page features the EBPA logo in the top left corner and a navigation menu in the top right corner with links for "Why EBPA", "Our Services", "Members", "Employers", "Providers", "Brokers", and "Member Portal Login". The main content area has a heading "Not registered yet?" with a red arrow pointing to a blue underlined link "Register now". Below this is a heading "Already have a Tuition account? Log In." followed by two input fields: "Columbia Email" and "Password", each with a "Show/Hide" icon. There is a checked checkbox for "Remember me" and a blue underlined link "Forgotten Password". At the bottom is a red "LOG IN" button.

Not registered yet?  
[Register now](#)

Already have a Tuition account? Log In.

Columbia Email

Password

Remember me

[Forgotten Password](#)

LOG IN

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### STEP 4

On the **Register** page. Complete all required fields and then click register. Once you click Register, it will bring you to the LOG IN screen where you will input your email and password to log in.

## Register

### General Information

All fields that have a \* are Required Fields

Officer Full Name* (as shown on your Columbia Tuition Scholarship Application)	Officer Birth Date (MM/DD/YYYY)* - Slashes are added automatically
<input type="text"/>	<input type="text"/>
Columbia University email* (as shown on your Columbia Tuition Scholarship Application)	Repeat Email*
<input type="text"/>	<input type="text"/>

Each officer must have a different email address for their account. The same email address cannot be used for multiple people/accounts.

### Officer Information

UNI #\*

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### Security

Password*	Repeat Password*
<input type="password"/>	<input type="password"/>

Password must be at least 8 characters long and contain a capital letter, lowercase letter, and number.

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## IMPORTANT INFORMATION:

Please note, Explanation of Payments (EOPs) prior to August 1, 2022, will not be available on the Online Tuition Portal. Please contact EBPA's Tuition Customer Service Team at 888-456-4576, M-F 8am-6pm ET to request prior EOPs.

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EBPA LLC  
PO Box 1140  
Exeter NH 03833-1140

**Forwarding Service Requested**

### Explanation of Payment Tuition Scholarship Reimbursement

**THIS IS NOT A BILL**

**Customer Service Information**

For inquires, call our office between  
8:00 am & 6:00 pm EST  
Phone: (888) 456-4576

EBPA provides administrative services only and does not assume any financial risk or obligation with respect to claims.

Date: 05/24/2022  
Group: 10586 Columbia University

**SCHOLARSHIP PAYMENT / STUDENT BREAKDOWN FOR:**

Claim Number	School	Academic Year	Term/Grade	Tuition	Ineligible	Ref	Scholarship Payment	Date Paid	Check #
	New York University	2021	Summer	\$6,332.00	\$0.00		\$3,166.00	05/24/22	