

# Step by Step Instructions with Screen Shots

## Select Term-

Personal Information **Student** Financial Aid

Search  Go

### Select Term

Select a Term:

Submit

RELEASE: 8.2 TBR8: 1.2

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## Select "Pay Now"

**202210 Spring Semester 2022 Term Detail**

Description	Charge	Payment	Balance	Pay Now
Tuition	\$200.00			
	<b>Net Term Balance</b>		\$200.00	
	<b>Net Balance for Other Terms:</b>		\$0.00	
	<b>Account Balance:</b>		\$200.00	

No Authorized Financial Aid exists on your record for the selected term.

**Authorized Financial Aid as of Mar 11, 2022**

**Account Balance net of Authorized Financial Aid:** \$200.00  
**Current Due net of Authorized Financial Aid:** \$200.00

No pending transactions exist on your record for the selected term.

**Memos as of Mar 11, 2022**

**Account Balance net of Authorized Financial Aid and Memos:** \$200.00  
**Current Due net of Authorized Financial Aid and Memos:** \$200.00

Pay Now

## Select "Continue"

Direct to the secure site

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By clicking below, you will be directed to a secure site, where you can view your bill, make payments, and review refunds. When finished, log out and close the window. Select Return to Menu from the top right-hand corner of this page to return to the menu.

Continue

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Select "Enroll in Payment Plan"

Student Account	ID: xxxxx9580
Balance	\$200.00
<a href="#">View Activity</a> <a href="#">Enroll in Payment Plan</a> <a href="#">Make Payment</a>	

Select term for Payment Plan and then "Select"




## Payment Plan Enrollment

Select  — Schedule  — Agree 

Select Term  Select

- Select Term
- Spring 2022

## Payment Plan Enrollment

Select  — Schedule  — Agreement 

Select Term  Select

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
Spring Semester 2022 - 3 Payment Plan	\$25.00	50%	2	\$25.00	<a href="#">Details</a> <a href="#">Select</a>

## Select "Continue"

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Registration Tuition	200.00	
<b>Balance: 200.00</b>		
Required down payment	<input type="text" value="100.00"/>	
Additional down payment	<input type="text" value="0.00"/>	

Payment Schedule		
The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.		
You owe an additional <b>\$0.00</b>		
Description	Due Date	Amount(\$)
Setup fee	Due now	25.00
Down payment	Due now	100.00
Installment 1	3/18/22	100.00
<b>Total of installments: 100.00</b>		
<b>Total due now: 125.00</b>		

## Setup Payment Method OR Choose Existing Payment Method and then "Continue"

Select — Schedule — Payment — Agreement

This plan requires scheduled payments.

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Amount: \$125.00  
 Method: Credit or Debit Card

**Account Information**

\* Indicates required fields

\*Card number:

Electronic Check - Payment is automatically debited from a personal checking or savings account.

## Payment Plan Enrollment

Select — Schedule — Payment — Agreement

This plan requires scheduled payments.

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Amount: \$125.00  
 Method:

**Electronic Check - Payment** is automatically debited from a personal checking or savings account.  
**Debit and Credit Card - Payment** is automatically debited from a personal credit or debit card.

## Review Payment Plan Agreement

### Payment Plan Agreement

- You must scroll through the full agreement and select "I agree" to continue.
- By agreeing and continuing, you will also be submitting a payment today of \$125.00 as a part of your enrollment

Please read the following agreement carefully before you continue.

<b>Annual Percentage Rate</b>	The cost of your credit as a yearly rate.	0.00%
<b>Finance Charge</b>	The dollar amount the credit will cost you, including all fees.	\$25.00
<b>Amount Financed</b>	The amount of credit provided to you or on your behalf.	\$100.00
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.	\$125.00
<b>Today's payment amount:</b>	\$125.00	
<b>Today's payment date:</b>	3/11/22	
<b>Credit card type:</b>	Visa	
<b>Card account number:</b>	4XXXXXXXXXXXX9303	

I agree to the terms and conditions.

Print Plan Amounts

Print Agreement

Back

Cancel

Continue

### Agree to the "terms and conditions" and then "Continue"

Please check the box below to agree to the terms and continue.

I agree to the terms and conditions.

Print Plan Amounts

Print Agreement

Back

Cancel

Continue