

How to Schedule Payment Plan Payments as Authorized User

- Login to Bill + Payment and Click on My Account and choose Account Payment

PUGET SOUND

Home **My Account** Make Payment Payment Plans Deposits Refunds Help Select Student

Announcements

Fall Billing Available July 1st!

Understanding the Balance displayed on your student account:
Payment Required when balance is positive **\$1,779.40**.
NO Payment Required when balance is negative **-\$1,779.40**.

Having problems accessing resources in Bill + Payment?

Please try the following potential solutions

1. Clear Internet Browser History
 - If you are using Chrome, Firefox or Internet Explorer the easiest way to do this is with the keyboard shortcut **Ctrl-Shift-**

Student Account ID: xxx1367

Balance	\$27,911.20
Estimated Financial Aid	\$37,632.00
Balance Including Estimated Aid	-\$9,720.80

Payment Plans

Fall 2017 Payment Plan	\$9,095.20
Charges Not Included in Plan	\$0.00

[View Activity](#)

My Profile Setup

- [Personal Profile](#)
- [My Payment Profile](#)
- [Electronic Refunds](#)
- [Notifications](#)

Statements

Your latest eBill Statement Statement (6/8/17) - \$30,105.00 [View](#)

https://test.secure.touchnet.net:8443/C21694test_tsa/tapp?tapp-stoken=70WltvobrPI&Navigate=current_activity.jsp&OnError=welcome.jsp&RELOAD_CURR_ACT=true&CURR_ACTIVITY=4179

- Select the installment you would like to setup a payment for by clicking on "Schedule" in the Action column.

Note: If the Due Date is in the past a payment cannot be scheduled. Payment is due immediately.

Account Payment

Current Account Status	
Student Account	
Balance:	\$27,911.20
Estimated Financial Aid:	\$37,632.00
Balance Including Estimated Aid:	-\$9,720.80
Payment Plans	
Fall 2017 Payment Plan	\$9,095.20
Other Charges	
Not Included in Plan:	\$0.00

[View Account Activity](#)

Payment Plan Installments

Installment Description	Enrollee	Enrollment date	Amount Due	Due Date	Action
Fall 2017 Payment Plan -- Installment 2 out of 5		08/17/2017	2,273.80	9/15/17	Schedule
Fall 2017 Payment Plan -- Installment 3 out of 5		08/17/2017	2,273.80	10/15/17	Schedule
Fall 2017 Payment Plan -- Installment 4 out of 5		08/17/2017	2,273.80	11/15/17	Schedule
Fall 2017 Payment Plan -- Installment 5 out of 5		08/17/2017	2,273.80	12/15/17	Schedule

[Pay Next Installment](#)

No payments are scheduled.

- Once a valid Payment amount and Payment date are entered, click Continue

Payment Plan Installment Payment

Amount	Payment method	Confirmation
Fall 2017 Payment Plan -- Installment 2 of 5		Payment Options
Enrollment date:	8/17/17	Payment amount:
Amount Due:	\$2,273.80	\$ <input type="text" value="2273.80"/>
Due Date:	9/15/17	Payment date:
		<input type="text" value="9/15/17"/>
<input type="button" value="Cancel"/>	<input type="button" value="Continue"/>	

Must equal the Scheduled Payment Amount

Needs to be equal or prior to normal Due Date

- Choose the Payment Method to be used from the drop down menu and Click Select

Payment Plan Installment Payment

Amount	Payment method	Confirmation	Payment Receipt
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Select Payment Method

Payment amount: \$2,273.80
Payment method:

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

- Verify Payment information is correct then Schedule Payment

Payment Plan Installment Payment

Amount	Payment method	Confirmation	Payment Receipt
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Submit Payment

Please review the transaction details, then submit your payment.

Payment date: 9/15/17
Payment amount: \$2,273.80
Account type: Checking
Routing number:
Account number: xxx456
Name on Account: Joe Fake
E-mail:
Payment profile name: TEST Checking

- A confirmation message should display at the top of the page indicating the payment has been scheduled successfully.
- In addition at the bottom of the page in the Pending Payments section the newly scheduled payment should now display.

Account Payment

Thank you, you have successfully scheduled your payment(s) for 9/15/17.
 Please note -- the amount of your payment may be reduced depending on the current account balance at the time.

Current Account Status

Student Account

Balance:	\$27,911.20
Estimated Financial Aid:	\$37,632.00
Balance Including Estimated Aid:	-\$9,720.80

Payment Plans

Fall 2017 Payment Plan	\$9,095.20
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Other Charges

Not Included in Plan:	\$0.00
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[View Account Activity](#)

Payment Plan Installments

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Fall 2017 Payment Plan -- Installment 4 out of 5		08/17/2017	2,273.80	11/15/17	Schedule
Fall 2017 Payment Plan -- Installment 5 out of 5		08/17/2017	2,273.80	12/15/17	Schedule

[Pay Next Installment](#)

Pending Payments

The payments listed on this page will be automatically completed on the dates shown.

Payment Description	Payer	Payment date:	Amount(\$)	Action
Fall 2017 Payment Plan -- Installment 2 of 5		9/15/17	2,273.80	Edit Delete

- Additional Installments maybe Scheduled by repeating the steps above.
- All Scheduled payments should display in Pending Payments once setup