How to Schedule Payment Plan Payments as Authorized User

- Login to Bill + Payment and Click on My Account and choose Account Payment
• 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.
• Once a valid Payment amount and Payment date are entered, click Continue
- Choose the Payment Method to be used from the drop down menu and Click Select.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Method</th>
<th>Confirmation</th>
<th>Payment Receipt</th>
</tr>
</thead>
</table>

**Select Payment Method**

- Payment amount: $2,773.80
- Payment method: [Select 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
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.
• Additional Installments maybe Scheduled by repeating the steps above.
• All Scheduled payments should display in Pending Payments once setup