Scheduling Payment Plan Installments – After Plan Enrollment

If a student or authorized user signed up for a payment plan but did not schedule the installment payments at the time of enrollment they can do so at any time following these steps.

- Login to Bill+Payment
- On the Home page screen scroll to Payment Plans. All remaining payment plan installments should be listed.
• To schedule one or all of the remaining plan installments click on the Action cog and select Schedule.

The user will be directed to the Installment Payment screen.

Payment Amount should prefill with the current amount due for the installment

• Enter the date the payment should be debited from the user account.
  ○ The date cannot be later than the payment due date; 15th of the month.
• Click continue
- Select a payment method from the drop-down. Click continue

- Confirm payment information is correct. Make any necessary changes. Select Schedule Payment.
The user will be returned to the Home screen. A confirmation message should display at the top of the page indicating the payment was scheduled successfully. The newly scheduled payment should now display under Scheduled Payments.
**If at a later date the user would like to cancel or change the payment source for the scheduled payment, they can do so by clicking on the Action cog next to the scheduled payment they would like to delete/edit.**

<table>
<thead>
<tr>
<th>Description</th>
<th>Payer</th>
<th>Date</th>
<th>Method</th>
<th>Status</th>
<th>Amount</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2019 Payment Plan -- Installment 3 of 5</td>
<td></td>
<td>3/14/19</td>
<td>TEST CK</td>
<td>Scheduled</td>
<td>$100.44</td>
<td><img src="edit.png" alt="Action" /></td>
</tr>
<tr>
<td>Spring 2019 Payment Plan -- Installment 4 of 5</td>
<td></td>
<td>4/12/19</td>
<td>TEST CK</td>
<td>Scheduled</td>
<td>$100.44</td>
<td><img src="edit.png" alt="Action" /></td>
</tr>
</tbody>
</table>