

## 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.

🏠 [My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#)

Thank you, you have successfully scheduled your payment(s) for 3/14/19.

### Announcement

**IMPORTANT Payment Plan Information**

If you are going to enroll in a payment plan and have an Authorized User you would like to receive emails concerning changes to the plan, the Authorized User **MUST** be the one to enroll in the payment plan.

Have your Authorized user enroll today!

**Go Loggers!!**

Save time when paying. Set up a preferred payment profile in the [Payment Profile](#) page.

To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Express Pay

Other Amount

Go!

**View Account:**  

Balance	\$9,283.57
Estimated Financial Aid	\$8,982.27
Balance Including Estimated Aid	\$301.30

[View Activity](#)

### Payment Plans

Spring 2019 Payment Plan \$301.30

Description	Due Date	Amount	Action
Installment 4 of 5	4/15/19	\$100.44	
Installment 5 of 5	5/15/19	\$100.42	
Balance Not Included in Plan			\$0.00

### Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
Spring 2019 Payment Plan -- Installment 3 of 5		3/14/19	TEST CK	Scheduled	\$100.44	

### Statements

Your latest eBill Statement (1/3/19) Spring Billing Statement : \$7,104.73

[View Statements](#)

### My Profile Setup

- [Authorized Users](#)
- [Personal Profile](#)
- [Payment Profile](#)
- [Consents and Agreements](#)
- [Electronic Refunds](#)

- To schedule one or all of the remaining plan installments click on the Action cog and select Schedule.

Payment Plans			
Spring 2019 Payment Plan			\$301.30
Description	Due Date	Amount	Action
Installment 4 of 5	4/15/19	\$100.44	
Installment 5 of 5	5/15/19		
<b>Balance Not Included in Plan</b>			<b>\$0.00</b>

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; 15<sup>th</sup> of the month.
- Click continue

## Installment Payment



### Spring 2019 Payment Plan -- Installment 4 of 5

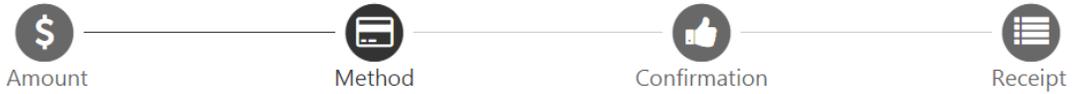
Enrollment date	3/7/19
Amount Due	\$100.44
Due Date	4/15/19

### Payment Options

Payment amount	<input type="text" value="100.44"/>
Payment Date	<input type="text" value="4/15/19"/> 

- Select a payment method from the drop-down. Click continue

## Installment Payment



Amount: \$100.44

Method: Method

Select Method

Select Method

**Saved Payment Methods**

TEST CK

**Other Payment Methods**

Electronic Check (checking/savings)

Credit Card via PayPath

\*Credit card payments are handled by a third party payment service. A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

- Confirm payment information is correct. Make any necessary changes. Select Schedule Payment.

## Installment Payment



Please review the transaction details, then schedule your payment.

<div style="background-color: #f5f5f5; padding: 5px; margin-bottom: 5px;"><b>Payment Information</b></div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Student Account</td> <td style="text-align: right;">\$100.44</td> </tr> <tr> <td><b>Payment Amount</b></td> <td style="text-align: right;"><b>\$100.44</b> <input type="button" value="Change Amount"/></td> </tr> <tr> <td><b>Payment Date</b></td> <td style="text-align: right;">4/12/19</td> </tr> </table> <div style="background-color: #f5f5f5; padding: 5px; margin-bottom: 5px;"><b>Selected Payment Method</b></div> <div style="background-color: #fff9c4; padding: 5px;"> <p><b>WEBCHECK - "TEST CK"</b></p> <p>Account xxxxx2741      CAPITOL FEDERAL SAVINGS BANK</p> <p>Billing Address      Jonny Test</p> <p style="text-align: right;"><input type="button" value="Change Payment Method"/></p> </div>	Student Account	\$100.44	<b>Payment Amount</b>	<b>\$100.44</b> <input type="button" value="Change Amount"/>	<b>Payment Date</b>	4/12/19	<div style="background-color: #f5f5f5; padding: 5px; margin-bottom: 5px;"><b>Paid To</b></div> <div style="padding: 5px;">University of Puget Sound</div> <div style="background-color: #f5f5f5; padding: 5px; margin-bottom: 5px;"><b>Confirmation Email</b></div> <div style="padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Primary</td> <td>ps_cs_tst@pugetsound.edu</td> </tr> </table> </div>	Primary	ps_cs_tst@pugetsound.edu
Student Account	\$100.44								
<b>Payment Amount</b>	<b>\$100.44</b> <input type="button" value="Change Amount"/>								
<b>Payment Date</b>	4/12/19								
Primary	ps_cs_tst@pugetsound.edu								

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.

My Account   Make Payment   Payment Plans   Deposits   Refunds   Help

Thank you, you have successfully scheduled your payment(s) for 4/12/19.

**confirmation payment scheduled successfully**

### Announcement

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If you are going to enroll in a payment plan and have an Authorized User you would like to receive emails concerning changes to the plan, the Authorized User **MUST** be the one to enroll in the payment plan.

Have your Authorized user enroll today!

**Go Loggers!!**

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To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

### Express Pay

Select Option

### View Account:

Balance	\$9,283.57
Estimated Financial Aid	\$8,982.27
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[View Activity](#)

### My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Consents and Agreements
- Electronic Refunds

### Payment Plans

Spring 2019 Payment Plan **\$301.30**

Description	Due Date	Amount	Action
Installment 5 of 5	5/15/19	\$100.42	<a href="#">⚙</a>

Balance Not Included in Plan **\$0.00**

**Newly scheduled payment**

### Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
Spring 2019 Payment Plan -- Installment 3 of 5		3/14/19	TEST CK	Scheduled	\$100.44	<a href="#">⚙</a>
Spring 2019 Payment Plan -- Installment 4 of 5		4/12/19	TEST CK	Scheduled	\$100.44	<a href="#">⚙</a>

### Statements

Your latest eBill Statement (1/3/19) Spring Billing Statement : **\$7,104.73**

[View Statements](#)

\*\* 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.

Description	Payer	Date	Method	Status	Amount	Action
Spring 2019 Payment Plan -- Installment 3 of 5		3/14/19	TEST CK	Scheduled	\$100.44	 <div data-bbox="927 520 1247 646">Edit Delete</div>
Spring 2019 Payment Plan -- Installment 4 of 5		4/12/19	TEST CK	Scheduled	\$100.44	