

## Creating a Payment Plan in eBill

Log into GWEB

### User Login



Your **User ID** for this system is your **GWid**. Your **GWid** is the **Uppercase** letter 'G' followed by an 8-digit number. To retrieve your GWid, please visit <http://gwid.gwu.edu>.

**Please note:** Your account will be locked after five (5) consecutive failed login attempts. If this happens, click [HELP](#) for information about requesting a PIN reset.

**If you have forgotten your PIN and know your User ID, please enter your User ID, leave the PIN field blank and then click the "Forgot PIN?" button to reset your PIN.** Your PIN must be six characters long and should be a combination of letters and numbers. If you need further assistance, please contact The Division of Information Technology at (202) 994-GWIT.

#### Security Advisory:

The GWeb application enables access to important information related to your role within the university. It is crucial to never share your GW login credentials with anyone. Never respond to e-mails or ads that request your GWid, GW NetID (the portion of your e-mail address before the "@"), the passwords that correspond to these accounts or any other confidential information. If you are unsure about the validity of a message you receive or a link you see, please forward it to the Division of IT at [abuse@gwu.edu](mailto:abuse@gwu.edu). Learn more about how you can help keep your information and GW secure at [The U in Security](#) - A 2-minute training module

User ID:

PIN:

Login

Forgot PIN?

## "Click" on Student Records and Registration

[Student Records & Registration Menu](#) [Financial Aid](#) [Personal Information Menu](#) [GW Alert Login Portal](#)

Search  Go

[SITE MAP](#) [HELP](#) [EXIT](#)

### Main Menu

**Martha Doe,**

Welcome, **Luisa I. Sanchez,** to the **WWW Information System!** Last web access on 04/26/17 at 08:00 am

#### Student Records and Registration

[Registration Menu](#)  
[Student Records Information Menu](#)  
[Student Accounts Menu](#)  
[Admissions](#)  
[Veteran Menu](#)

#### Financial Aid Menu

[My Cost of Attendance](#)  
[My Eligibility](#)  
[My Award Information](#)  
[E-Mail OIR's Office of Student Financial Assistance](#)  
[E-Mail OIR Law School Financial Aid Office](#)  
[My Federal Work Study Information](#)

#### Personal Information Menu


[View Address and Phones](#)  
[Update Addresses and Phones](#)  
[View Emergency Contacts](#)  
[Validate Emergency Contacts](#)  
[View E-mail Addresses](#)  
[Update E-mail Address\(es\)](#)  
[Change PIN](#)

#### GW Alert Login Portal

### “Click” on Student Accounts Menu

Student Records & Registration Menu | Financial Aid | Personal Information Menu | GW Alert Login Portal

Search [ ] [Go] RETURN TO MENU | SITE MAP | HELP | EXIT



#### Student Records & Registration Menu

- Registration Menu
- Student Records Information Menu
- Student Accounts Menu**
- Admissions
- Veteran Menu

RELEASE: 8.8G

### “Click” on Student Account eBill

Student Records & Registration Menu | Financial Aid | Personal Information Menu | GW Alert Login Portal

Search [ ] [Go] RETURN TO MENU | SITE MAP | HELP | EXIT

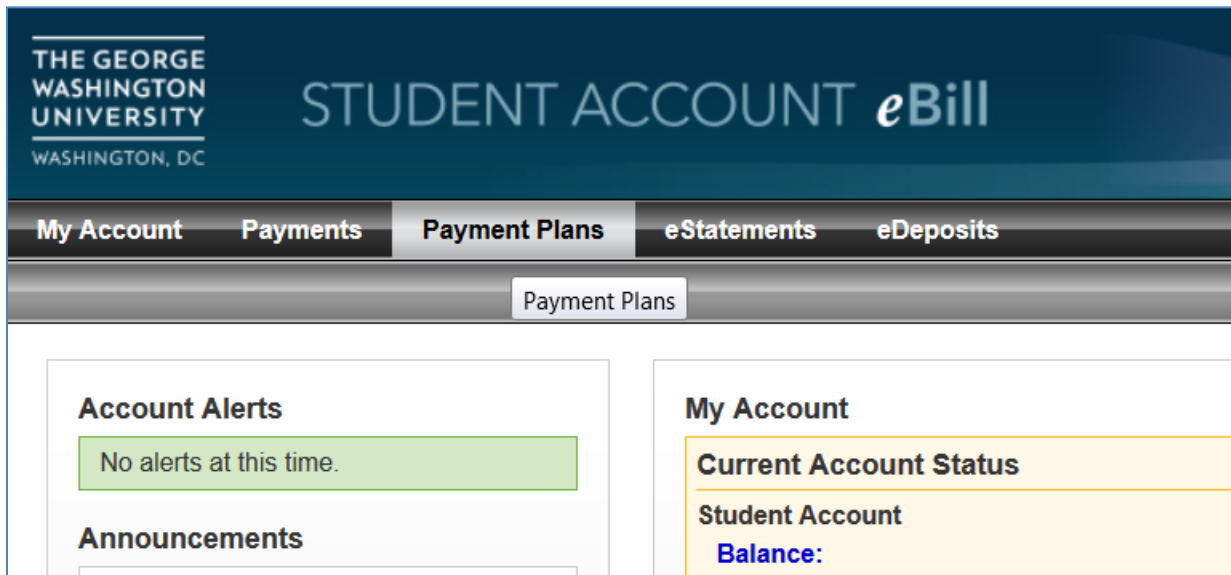


#### Student Accounts Menu

Welcome! You have selected the Student Accounts Menu. Choose from the list of options below for detailed information about your student account, including your current and previous charges, statements, payments, and tax information related to your 1098-T(s). To view your class schedule, return to the Student Records and Registration menu and click the Registration Menu link. From the Registration menu, you may view your schedule for the current week by clicking the Student Schedule by Day and Time link, or click the Student Detail Schedule link to view your courses for a selected semester. For other options, please click the Help link at the top of your screen.

- Student Account eBill**
- View statements, pay online, authorize additional users, setup electronic refund profiles
- Account Summary by Term
- Select Tax Year
- Tax Notification
- Account Detail for Term
- Request For Refund
- View Refund Status
- Student Authorization

### Select the Payment Plans tab



THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC

## STUDENT ACCOUNT eBill

My Account | Payments | **Payment Plans** | eStatements | eDeposits

Payment Plans

#### Account Alerts

No alerts at this time.

#### Announcements

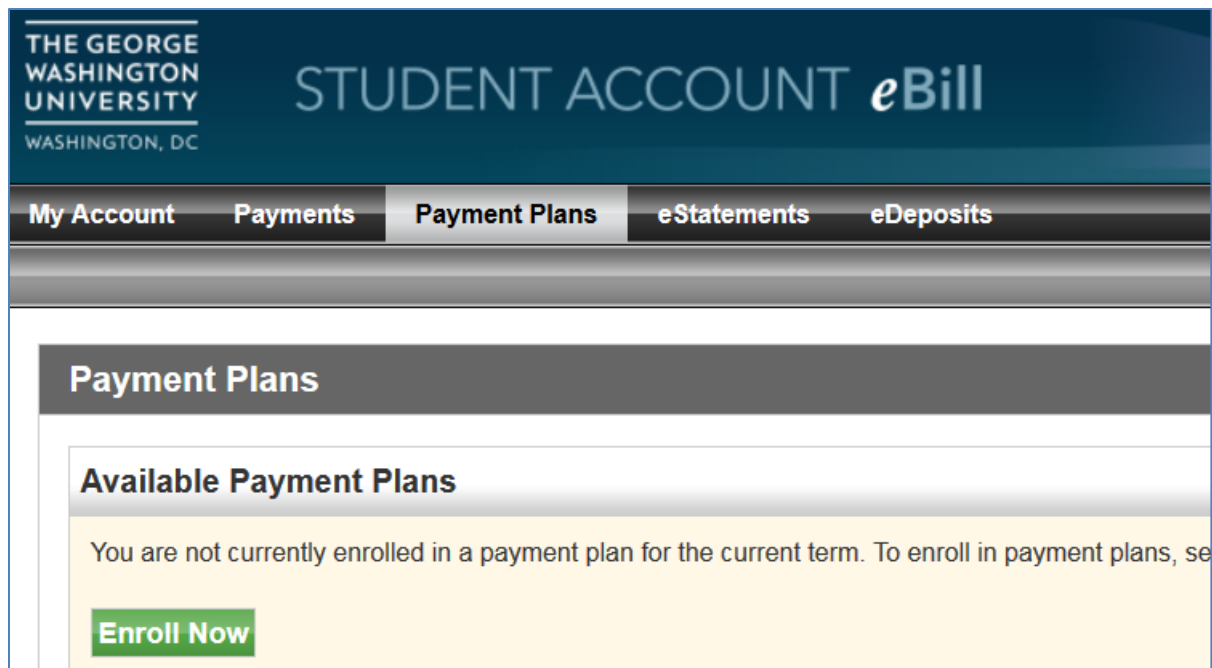
#### My Account

##### Current Account Status

Student Account

**Balance:**

**On the Payment Plans tab, click the Enroll Now button to start a new plan**



The screenshot shows the 'STUDENT ACCOUNT eBill' interface. At the top left is the university logo. A navigation bar contains 'My Account', 'Payments', 'Payment Plans', 'eStatements', and 'eDeposits'. The 'Payment Plans' tab is active. Below it, a section titled 'Payment Plans' contains a sub-section 'Available Payment Plans'. A message states: 'You are not currently enrolled in a payment plan for the current term. To enroll in payment plans, se'. A green 'Enroll Now' button is visible at the bottom of this section.

**In the Plan Enrollment box, select a term, then click the Select button**

THE GEORGE WASHINGTON UNIVERSITY  
WASHINGTON, DC

# STUDENT ACCOUNT *eBill*

My Account   **Payments**   Payment Plans   eStatements   eDeposits   eRefunds

Account Payment   Payment History   Automatic Bill Payment

## Plan Enrollment

**Select Payment Plan**   Schedule Payment Plan

View available plans for term:

If plans are available for multiple accounts, you must select  and term.

**In the Select Payment Plan box, review the requirements of the plan, then click the Continue button**

### Plan Enrollment

Select Payment Plan Schedule Payment Plan Payment Plan Agreement

View available plans for term: Fall 2017 Select

If plans are available for multiple accounts, you must select both account and term.

**Template**  
template

**Template Details**

Term(s):	Fall 2017
Enrollment deadline:	6/9/17
Scheduled Payments:	Required
Setup fee:	\$30.00
Number of payments:	5
Payment frequency:	Fixed Dates
Late payment fee:	\$35.00

Continue Cancel

In the Schedule Payment Plan box, enter your estimated costs for the selected semester, then click Display Schedule button

For Tuition and Fee Information, visit the [SAO website](#)

For Housing information, visit the [Housing website](#)

For Dining plan costs, visit the [GWorld website](#)

**Plan Enrollment**

Select Payment Plan    **Schedule Payment Plan**    Payment Plan Agreement

Please estimate all charges and credits to be included in the payment plan.

**Eligible Charges and Credits**

Description	Charges(\$)	Credits(\$)
Tuition	<input type="text" value="26717.50"/>	
Library Gift	<input type="text" value="50"/>	
Registration Fee	<input type="text" value="0.00"/>	
Student Assoc. Fee	<input type="text" value="41.25"/>	
Other Fees	<input type="text" value="350"/>	
Financial Aid		<input type="text" value="10000"/>
Housing	<input type="text" value="6250"/>	
Meal Plan	<input type="text" value="1950"/>	
<b>Balance</b>		<b>0.00</b>
Maximum deferral amount:		0.00

**Display Schedule**    **Back**    **Cancel**

After clicking the Display Schedule button, the installment plan payment schedule will display. Review the schedule, then click the Continue button

Meal Plan	1950.00	
<b>Balance</b>		<b>25,358.75</b>
Maximum deferral amount:		0.00
<b>Recalculate Schedule</b>		
<b>Payment Schedule</b>		
Description	Due Date	Amount(\$)
Installment 1	6/10/17	5,071.75
Installment 2	7/10/17	5,071.75
Installment 3	8/10/17	5,071.75
Installment 4	9/10/17	5,071.75
Installment 5	10/10/17	5,071.75
<b>Total of installments:</b>		<b>25,358.75</b>
<b>Continue</b>	<b>Back</b>	<b>Cancel</b>

In the **Select Payment Method** box, select the preferred payment method to schedule your monthly payments, click the **Continue** button (Credit card payments made via PayPath will include a PayPath Payment Service Fee of 2.75% (minimum of \$3.00). If you are not required to make a down payment or missed payment, we recommend using ACH for your initial payment method. You may change your payment method at any time after initial setup from the **Payment Plan** tab.)

**Plan Enrollment**

Select Payment Plan    Schedule Payment Plan    **Select Payment Method**    Payment Plan Agreement

- SCHEDULED PAYMENTS ARE REQUIRED FOR THIS PAYMENT PLAN.
- The selected payment method will be used to pay all future installments automatically on the date they are due.
- 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 scheduled payments will adjust accordingly.

**Select Payment Method**

**Payment Method**

Select Payment Method

- Select Payment Method
- New Electronic Check (checking/savings)**
- Credit Card via PayPath \*

\*Credit card payments are handled through PayPath®, a tuition payment service.

**Electronic Check** - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.



**For ACH Payments, enter all required information, click the Continue button. If you select PayPath, you will enter your credit card information after completing the Plan Agreement**

**Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.**

\*Account type:

\*Routing number:   
[\(View example\)](#)

\*Bank Account number:

\*Confirm account number:

\*Name on account:

---

\*Save payment method as:   
(e.g. Primary Checking)

**Continue** **Previous Step** **Cancel**

**Review the Payment Plan Agreement. To agree to the agreement, click the I Agree checkbox, then click the Continue button. You may also print the worksheet at this step. Once agreeing to the terms you will also receive an email confirmation. You have completed your payment plan enrollment.**

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement
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.		\$30.00
<b>Amount Financed</b>	The amount of credit provided to you or on your behalf.		\$25,358.75
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.		\$25,388.75

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, **Jane Doe**, understand that I have scheduled my 5 installment payments and these payments will automatically be processed on the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$30.00, as well as any service charges assess by TouchNet PayPath tuition services for paying plan down payments or installments using a credit card. I understand that a late fee of \$35.00 of the total remaining amount due will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **The George Washington University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$5,071.75 due on 6/10/17**.

Installment 2 in the amount of **\$5,071.75 due on 7/10/17**.

Installment 3 in the amount of **\$5,071.75 due on 8/10/17**.

Installment 4 in the amount of **\$5,071.75 due on 9/10/17**.

Installment 5 in the amount of **\$5,071.75 due on 10/10/17**.

This agreement is dated Wednesday, March 15, 2017.

111.111.111.1 at 5/1/17 8:00.00 AM EDT

128.164.106.7 at 3/15/17 9:04:58 PM EDT

**ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.**

To revoke this authorization agreement you must contact [sao@gwu.edu](mailto:sao@gwu.edu).

Print and retain a copy of this agreement.

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

I Agree

[Continue](#) [View Worksheet](#) [Print Agreement](#) [Back](#) [Cancel](#)