Enrolling in a Payment Plan in eBill
Select the **Payment Plan** tab from the **eBill** homepage.
On the Payment Plans tab, click the **Enroll Now** button to start a new plan.
In the Plan Enrollment box, use the drop down to Select Term, then click the Select button.
In the **Select Payment Plan** tab, review the plan requirements, then click the **Continue** button.
• In the **Schedule Payment Plan** tab, enter your estimated costs for the selected semester.
If you are unsure of your estimated costs, please use the following links to assist you.

- **Tuition and Fee** information, visit the [SAO website](https://example.com).
- **Housing** information, visit the [Housing website](https://example.com).
- **Dining Plan** costs, visit the [GWorld website](https://example.com).
In the Schedule Payment Plan tab, enter your estimated financial aid, outside sources of funding (529 withdrawals, cash, etc.) for the select semester.

Enter any prior term credit balance, if one exists. Please check most recent statement on your eBill.

The plan Balance will be calculated based on your estimated costs less estimated aid/outside funding/prior credit balance.
• Any payment plan established after the first installment is due must enter and pay a down payment equal to all missed installments.
• Example: Plan Balance = $10,000.00, and plan established after two missed installments.
• ($10,000.00/5 Installments) = $2,000.00 Installments * 2 Missed Installments = $4,000.00 Down Payment
• After entering all cost and payment information, click the **Display Schedule** button.
After clicking the **Display Schedule** button, the payment plan installment schedule will display.

Review the schedule, and if correct, then click the **Continue** button.
• In the **Select Payment Method** box, select the preferred payment method to schedule your monthly payments, click the **Continue**.
• For **Electronic Checks**, select the account type, then enter the routing number, account number, and address for your preferred bank account.

• For **Credit Card via PayPath**, you will be automatically directed to the plan agreement page. You will enter your information after completing the Plan Agreement.
• 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 for your records.

• Once agreeing to the terms you will also receive an email confirmation.