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.
• The payment plan details for the current payment plan tier will be displayed.

• Review the plan requirements, then click the Select button to continue.
In the Schedule 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://www.sao.wustl.edu).
- Housing information, visit the [Housing website](https://www.gwu.edu/housing).
- Dining Plan costs, visit the [GWorld website](https://www.gwu.edu/student-life/dining/dining-plan-costs).

• Also 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.
• After entering all cost and payment information, click the Update Schedule button at the bottom of the page.

• Here we have estimated tuition as $10,000.00 and a library gift of $50.00
• Any payment plan established after the first installment is due must pay a down payment equal to all missed installments.

• The down payment will be calculated based on your tuition and fees you have entered less your expected financial aid. The down payment will be calculated automatically for you.
After clicking the Update Schedule button, the payment plan installment schedule on the right side of the page will update with the amounts and dates of your scheduled installments.

Review the schedule, and if correct, then click the Continue button.

If not, simply change the amounts you have entered for your tuition and fees or financial aid, then hit the Update Schedule button again to review a refreshed Payment Schedule.
In the Payment tab, the amount of your down payment will be listed. That payment is due now.

On the right, click the Select Method dropdown to select a current saved payment method, a new Electronic Check, or Credit Card via PayPath.
• For Electronic Checks, select the bank 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 (*Suggested*).

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