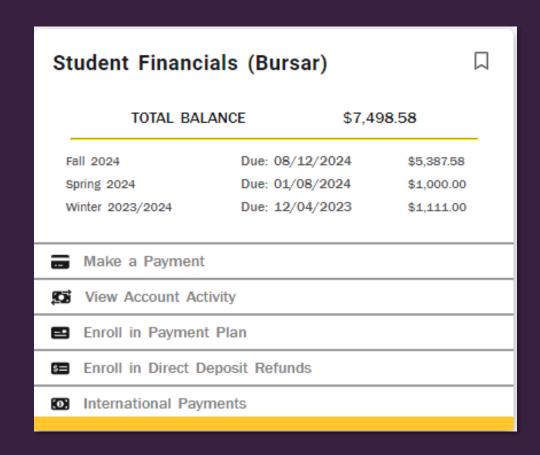
How to Enroll in a Payment Plan - Student

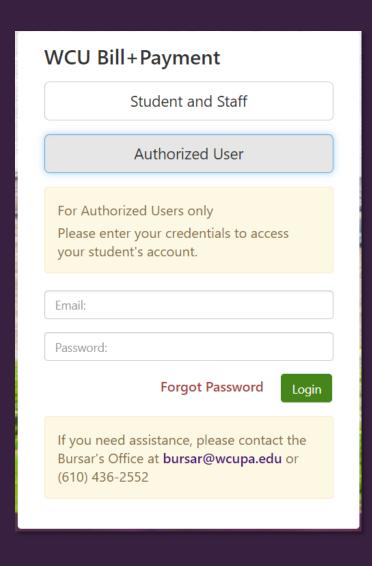


Student Financials (Bursar) in Ram Portal:

Select Enroll in Payment Plan in the Student Financials (Bursar) card to be redirected to Bill+Payment home page.



How to Enroll in a Payment Plan – Authorized User(s)



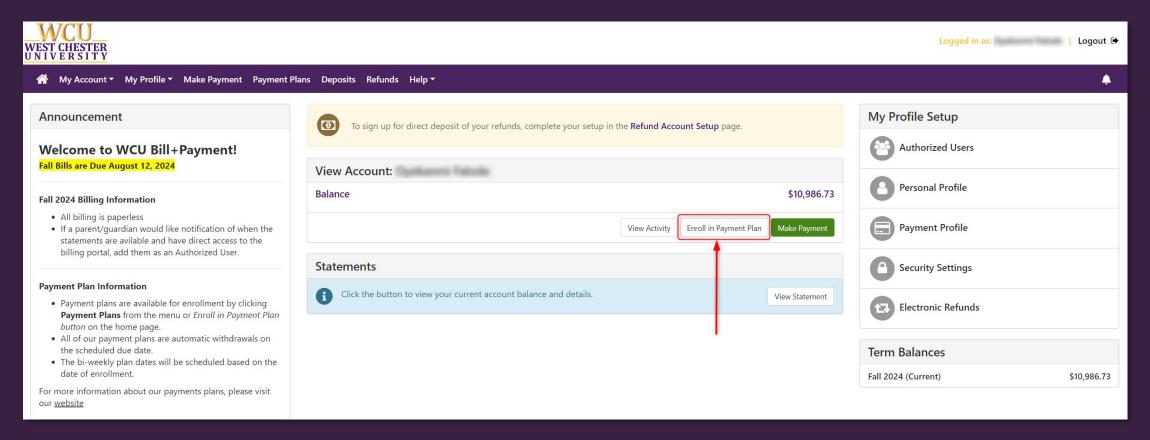
Authorized User(s):

- Access the Authorized User portal link from our website.
- Enter your login credentials to gain access to Bill + Payment

NOTE: your student will need to grant access to any Authorized User to gain access.

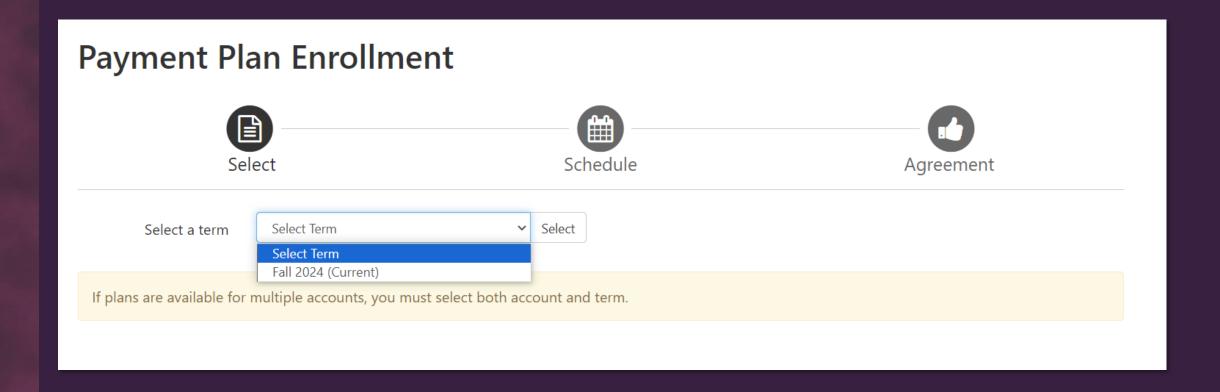


Select Enroll in Payment Plan on the Home Page to view all payment plan options available





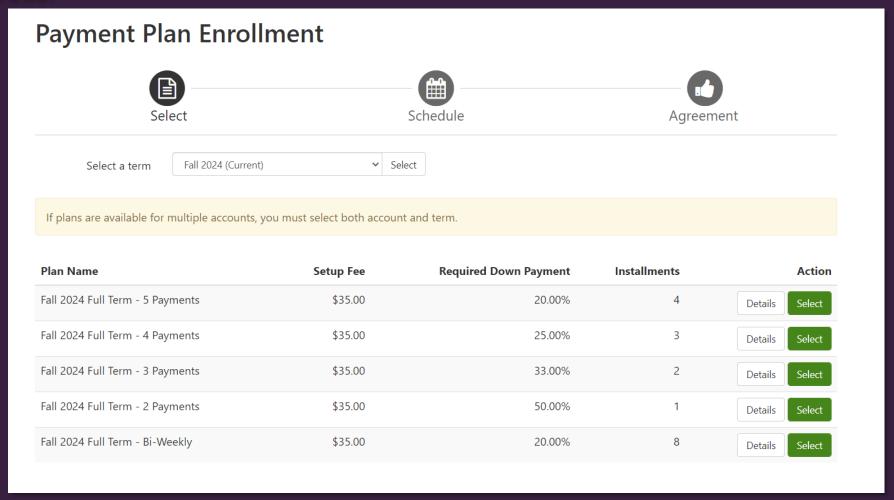
Choose the current term from the dropdown menu



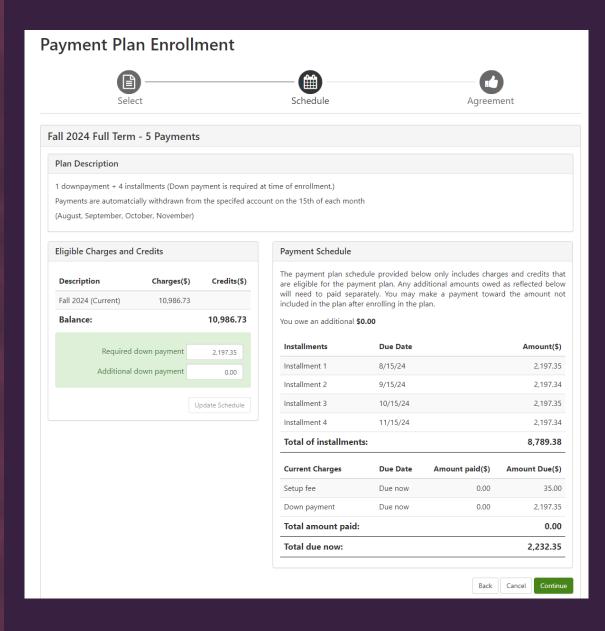


Select which payment plan from the options provided.

> Click *Details* to view specifics for each plan before deciding which plan fits your financial needs.







After selecting your plan, you will find specific details including:

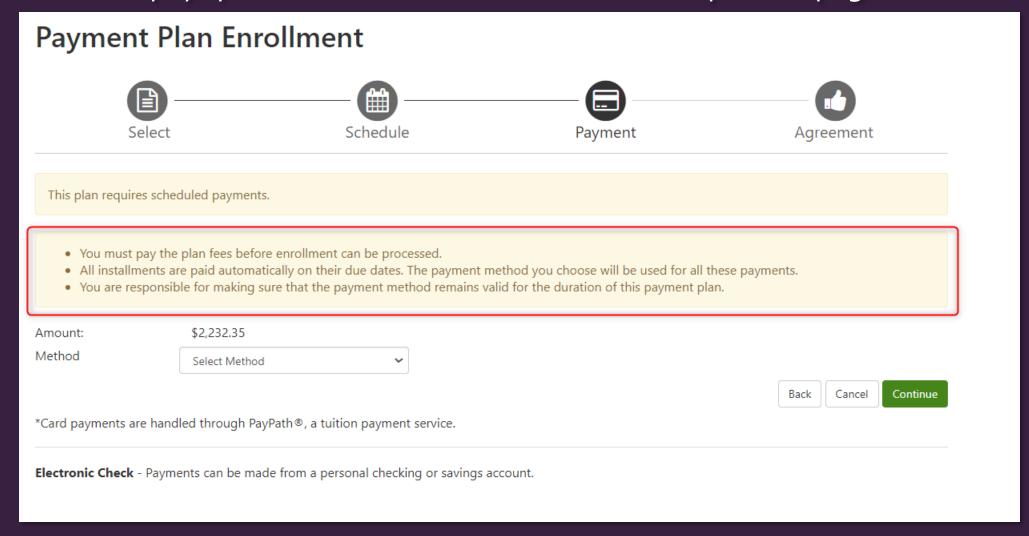
- amount owed
- payment schedules
- installment due dates & amounts

Select **Continue** to enter your payment information

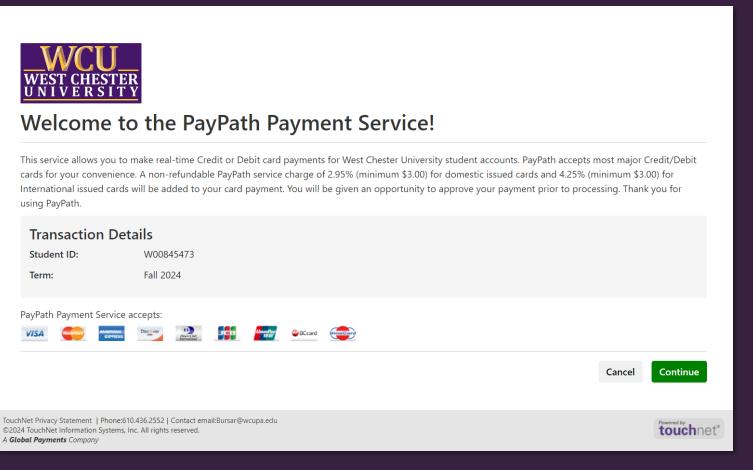


You must enter the payment method for your instalments and plan.

> Please pay special attention to the alerts at the top of the page.







Credit Card Payments:

If using a credit card, you will be redirected to PayPath Payment Service to enter the payment information.

There is a 2.95% service fee applicable to all payments for debit and credit cards.



Payment Plan Enrollment Select Schedule **Payment** This plan requires scheduled payments You must pay the plan fees before enrollment can be processed • All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments. • You are responsible for making sure that the payment method remains valid for the duration of this payment plan. \$2,232.35 Amount: Method Electronic Check (checking/savings) *Card payments are handled through PayPath®, a tuition payment service. **Billing Information Account Information** * Indicates required fields *Name on account: You can use any personal checking or savings account. *Billing address: Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Billing address line two: Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check. *City: *Account type: Select account type *State: Select State *Routing number: (Example) *Postal Code: *Bank account number: *Save payment method as: *Confirm account number: (example My Checking) **Refund Options** You must enroll in Two-Step Verification to save this as a Refund Method. Please proceed to Security Settings in My Profile to enroll

Cancel

ACH Payments:

You will be prompted to enter the banking account information if using a checking or savings account for all payments.

After entering the information, you must confirm to use this account for all ACH transactions.



You can view the completed plan and installments on the Home Page.

