

## **Payment Plan Enrollment Instructions**

A Payment Plan is available to all undergraduate, graduate, (including online programs), law, and seminary students, with the <u>exception</u> of Online MBA students. Plan enrollment is required **each term** in which you participate in the Payment Plan.

Step 1: Once you are logged into the E-Bill System, you can select **Enroll in Payment Plan** from the home screen or you can also select from the **Payment Plans** section in the top menu bar.

	+	
🕋 My Account Make Payment	Payment Plans Deposits Help	
Announcement Always Allow Popups! Billing	Save time when paying. Set up a preferred payment profile in the Payment Profile page.	My Profile Setup Authorized Users
statements display in a new tab or window. Set your browser to allow pop-ups from pay.baylor.edu. Click here for help.	Student AccountID: xxxxx7496Balance\$3,650.00	Payment Profile
To view semester and monthly billing statements, click My Account, then click Statements.	View Activity Enroll in Payment Plan Make Payment	Consents and Agreements

Step 2: In the drop-down menu, select the term for which you are enrolling.





Step 3: Review the basic details of the plan in which you are enrolling and click Select.

🏠 My Account 🛛 Make Payme	ent Payment Plans	Deposits	Help		My Profi
Payment Plan E	nrollment				
Select			Schedule	Agre	eement
Select Term Spring 2018 \$ Select	ect				
Plan Name	;	Setup Fee	Required Down Payment	Installments	Action
Spring 2018 Payment Plan		\$60.00	20%	4	Details

Note: If you wish to only view what your payment plan requirements would be, select **Details**. A window will open that will show further payment plan details. If you do not wish to continue with the enrollment process, select **Cancel**. To continue with enrollment, click **Select**.

Spring 2018 PP Test	×
Make down payment of 20%; four installments due the last day of January-April.	
Term(s): Spring 2018	
Previous balance term(s): Fall 2017 , Summer 2017 , Spring 2017	
Enrollment deadline: 2/12/18	
Scheduled payments: Optional	
Setup fee: \$60.00	
Eligible charges and credits: \$3,400.00	
Required down payment: \$730.00	
Due at enrollment: \$790.00	
Number of payments: 4	
Installment payments: \$730.00	
Payment frequency: Fixed Dates	

Cancel Select



Step 4: The following screen shows the **Eligible Charges and Credits** for the Payment Plan, as well as the Payment Schedule. The **Total due now** is the sum of the Down payment and the Setup Fee.

To enroll in the Payment Plan, you must first choose if you would like to set up automatic payments by selecting **Yes** or **No** to this question, then you may select **Continue**. If you do not wish to enroll in the Payment Plan at this time, select **Cancel**.

Sele	et		Schedule			Agreement	
Spring 2018 PP Test							
include account activ	ayment schedule carefully be ity that is more recent than a ges and credits to your accou	ny billing sta					
Eligible Charges an	d Credits			Payment Scl	nedule		
Description	Charg		Credits(\$)	Description	Due Date	Amount paid:(\$)	Amount Due:(\$)
Tuition		0.00		Setup fee	Due	0.00	60.00
Previous balance		60.00			now		
Fievious balance			ce: 3,650.00	Down payment	Due now	0.00	730.00
	Demuired down		730.00	Installment 1	3/31/18	0.00	730.00
	Required down Additional down		0.00	Installment 2	4/30/18	0.00	730.00
				Installment 3	5/31/18	0.00	730.00
				Installment 4	6/30/18	0.00	730.00
					Т	otal Amount	Paid: 0.00
					Total of	installments	: 2,920.00
					<	Total due no	ow: 790.00
Set up Automatic F	Payments						
	up payments to be made auto up my payments. Let me choo				ised to mak	e a payment o	n each due



Note: If you wish to pay an additional amount towards your down payment, input this amount using the **Additional down payment** field in the green box, click out of it, and then select **Update Schedule**. This will show the new installment amounts based on the additional down payment.

	and credits to your account.					
Eligible Charges and Cr	edits		Payment Sch	hedule		
Description	Charges(\$)	Credits(\$)	Description	Due Date	Amount paid:(\$)	Amour Due:(\$)
Tuition Fees	3,300.00		Down payment	Due now	0.00	730.0
Previous balance	250.00 Balan	ce: 3,650.00	Installment 1	3/31/18	0.00	730.0
	Required down payment	730.00	Installment 2	4/30/18	0.00	730.0
	Additional down payment	100.00	Installment 3	5/31/18	0.00	730.0
	U	pdate Schedule	Installment 4	6/30/18	0.00	730.0
				Т	otal Amount	Paid: 0.0

## Spring 2018 PP Test

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the Account Activity page, you can review all recent charges and credits to your account.

ligible Charges and Cro	edits		Payment Scl	hedule		
Description	Charges(\$)	Credits(\$)	Description	Due Date	Amount paid:(\$)	Amount Du <u>e:(</u> \$)
Tuition	3,300.00					
Fees	100.00		Down payment	Due now	0.00	830.00
Previous balance	250.00		Installment	3/31/18	0.0	705.00
	Balan	ce: 3,650.00	1			
	Required down payment	730.00	Installment 2	4/30/18	0.0	705.00
	Additional down payment	100.00	Installment 3	5/31/18	0.0	705.00
			Installment 4	6/30/18	0.00	705.00
				Т	otal Amount	Paid: 0.00
				Total of	installments	: 2,820.00
					Total due no	w: 830.00



Step 5: Once you have chosen to enroll in the plan, the Select Payment Method screen displays. You can make a payment using either a checking or savings account at no additional cost or by credit card (2.85% convenience fee). You will need to select the payment method that you wish to use from the drop-down menu and choose **Select**. You will then be guided through the payment method prompts.

Note: If you have chosen to set up automatic payments, this payment information will be saved and used for your future installment payments.

Int \$790.00 Method Select Meth										M
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Electronic Check - Payments can be made from a personal checking or savings account



Step 6: Once you have input your payment information, the Payment Plan Agreement will display and will include all of the plan details for your review. If you agree to the terms, you must scroll to the end of the agreement and check the box next to **I Agree** and select **Continue**.

	and continuing, you will also be submitting a payment today of \$790.00 as a part of your enrollm	ient.
Please read the follo	lowing agreement carefully before you continue.	
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$60
Amount Financed	The amount of credit provided to you or on your behalf.	\$2,920
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$2,980
on the due datespecifi charges, payments, or	If early, you will not have to pay a penalty and you will not be entitled to a refund of part of the fin understand that I have scheduled my 4 installment payments and these payments will automat led for each installment. I understand that INISTALLMENT AMOUNTS MAY CHANGE over time to a r financial aid adjustments. I also agree to pay the payment plan setup fee of \$60.00. I also under a careement may entitle Bayor University to (1) declare the full balance buls late fees immediate!	account for any r rstand that failur
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Step 7: If you have chosen to use a personal checking or savings account as your payment method, the ACH Payment Agreement authorizes Baylor University to automatically draft/ charge the down payment, setup fee, and any automatic payments that are set up from the account listed. If you agree, check the box next to I agree to the above terms and conditions and select Continue. If you do not wish to enroll in the payment plan at this time, select Cancel.

My Account	Make Payment	Payment Plans	Deposits	Help		
Paymer	nt Plan E	nrollmen	t			
Sele	ct	Schedule		Payment	Plan Agreement	Agreement
ACH Paymer	nt Agreement					
debit or credit		ccount. In the event			ory according to the terms below,an is returned unpaid for any reason, I	
Name: Bobby	Baylor					
Address:						
123 Main Stre	et					
Waco TX 7670	01					
Depository:						
JPMORGAN C	HASE					
2ND FLOOR						
TAMPA, FL 336	510					
Routing Numb	per: 111000614					
Account Num	ber: xx34					
	nt is dated Monday,					
					102 at 3/26/18 3:25:30 PM CDT	
		eon constitutes as f 'iolators will be pros			ntering same to felony prosecution the law.	under both Federal and
To revoke this	authorization agree	ement you must con	tact: Cashier	s_Office@baylor.	edu	
I agree t	o the above terms a	ind conditions.				
					Back Cancel P	rint Agreement Continue



Step 8: If you enroll, the next screen will show you your Payment Receipt. You can print this page for your records and you will also receive an email confirming your enrollment and the details of your future installments.

Note: If your installment amounts change and you are set up for automatic payments, an email will be sent to indicate that the plan has been adjusted and will reflect the new amounts.

ñ	My Account	Make Payment	Payment Plans	Deposits	Help	My Profile
	Paymer	nt Receip	t			
	<ul> <li>Thank y</li> </ul>		ved. as processed succe 018 PP Test was pro		essfully.	
	Payment Co	onfirmation				
	Payment date:				3/26/18	
	Payment Time:				15:26:20	
	Name of Payee:				Baylor University	
	Name on Bank A	ccount:			Bobby Baylor	
	Account number				xx34	
	Depository:				JPMORGAN CHASE 2ND FLOOR TAMPA,FL 33610	
	Amount paid:				\$790.00	
	Student name:					
	Confirmation Nu	mber:			232	
	Please print th	nis page for your rec	ords.			

Step 9: You can access your payment plan from either the My Account tab (home page) or from the Payment Plans tab.

Announcement	Save time when Profile page.	n paying. Set up a	preferred pay	ment profile in the	Payment	My Profile Setu	qı
Always Allow Popups! Billing statements display in a new tab or	Fione page.					Authorized	d Users
window. Set your browser to allow pop-ups from pay.baylor.edu. Click	Student Account			ID: xx	xxx7496		
here for help.	Balance				\$2,920.00	Payment F	rofile
To view semester and monthly billing statements, click My Account, then click Statements.		View Activity	Enroll in P	ayment Plan Mal	ke Payment	Consents	and Agreement
The Minimum Amount Due is shown only on your semester bill. Where is	Payment Plans					Term Balances	
my Minimum Amount Due?	Spring 2018 PP Test	Spring 2018 PP Test \$2,920.00					Covered pla
	Balance Not Included i	n Plan			\$0.00	Fall 2017	Covered pla
	Scheduled Paymer	nts					
	Description	Payer D	ate Met	hod Amount	Action		
	Spring 2018 PP Test Installment 1 of 4	3,		by's \$730.00 cking	٥		
	Spring 2018 PP Test Installment 2 of 4	4,		by's \$730.00 cking	•		
	Spring 2018 PP Test Installment 3 of 4	5,		by's \$730.00 cking	٥		
	Spring 2018 PP Test Installment 4 of 4	6,		by's \$730.00 cking	•		