Payment Plan Enrollment Instructions

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.

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**.

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**.
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**.
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.
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.
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**.

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**.
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.

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