Payment Plan: Online Enrollment
Step 1: Accessing the Enrollment Site

Sample School

Welcome

Paying for your education is made easy for Web Demo School students and families through the products and services listed below.

Payment Plans

Payment plans are a sensible approach to paying education expenses. They allow for smaller, affordable payments instead of paying your balance in one large lump sum.

Enroll in a New Payment Plan

- Academic Year
- This payment plan applies toward

Re-Enroll

Please log into your account and start the re-enrollment process.

Already have an account?

- Username
- Password

Need Help?

800.722.4817
service@sample.com
Monday – Friday
8:00am – 5:00pm (ET)
Saturday
9:00am – 1:00pm (ET)

New users will click here.

Students who would like to re-enroll can do so by entering their username and password here.

Note: Easy access to help link for assistance with sign on, paying the bill, and affordability options.
Step 2: Select the Payment Plan

Welcome

Paying for your education is made easy for Web Demo School students and families through the products and services listed below.

Payment Plans

Payment plans are the sensible approach to paying education expenses. They allow for smaller, affordable payments instead of paying your balance in one large lump sum.

Enroll in a New Payment Plan

- 2012 - 2013
- This payment plan applies toward
- Web Demo School - Annual Billing
- Web Demo School - Semester Billing

Re-Enroll

Re-enrollment makes the enrollment process much easier.

User selects the appropriate plans from the available options.
Step 3: Choose your Academic Term

User selects appropriate terms and options from the drop down selections. This allows the system to show the available payment plan options offered by the school.
Step 4: Enter Amount Owed

Enter the amount owed to the school for each term selected.

Clicking here on the “Budget and Estimating Cost Sheet” will help the user calculate the amount owed to the school. (See next slide for details)
Optional Step: Using the “Budget and Estimating Cost Sheet”

Fill in all appropriate areas for assistance in estimating the full cost needed to budget. Once you have this figure, you can enter it in Step 4, under total amount owed.
Step 5: Selecting a Payment Plan

Select a Payment Plan based on the available options presented. (Options shown are samples only).
Step 6: Enter Your Information

1. Enter all information, as requested.

2. Select billing preferences, if applicable.

3. Create a secure username/password
Step 7: Set up Automatic Payments

Use the fields below to set up suggested automatic payments. Automatic payments are secure, ensure bills are paid on time (no late fees!) and take away the worry of setting up the payment each month. To decline auto payments, click on the red bar, above.
Step 8: Confirm Auto Payments

Confirm the details of your automatic payment here and hit continue.
Step 9: Set up Payment Method

**STEP 5: Review Your Payment Plan Information and Select Payment Method**

- **Payment Plan Information**
  - Today's Date: 7/17/2012
  - Account #1: 5012567-1
  - Account Type: Student
  - Student Name: Sample Name
  - Payment Location: Sample Location
  - Payment Address: 11 Sample Street
  - City: Sample City
  - State: Sample State
  - Zip: 12345
  - Country: UNITED STATES
  - School: Web Demo School - Semester Billing

- **Fees:**
  - Description: Enrollment Fee
  - Amount Due: $60
  - Pay Now: Yes

- **Monthly Payments:**
  - June 2012: $4056.00
  - July 2012: $4056.00
  - August 2012: $4056.00
  - September 2012: $3496.00
  - October 2012: $3496.00
  - November 2012: $3496.00
  - December 2012: $3496.00

- **Total Transaction Amount:** $60.00

Select a payment method (Payment methods vary by school.)
- Make a one-time electronic payment from your checking or statement savings account.
- Make one-time credit card payment:
  - Make non-monthly payment(s) using a credit card.

If you do not wish to make a payment at this time, please click ‘My Account Home’. Your account will not be active until the enrollment fee is paid.

Any fees that must be paid now (such as back fees or enrollment fee), must be made at this time to complete the account set up.

Use this screen to pay any fees or monthly payments that have the ‘Pay Now’ field checked off, plus any additional payments or fees you wish to pay.

If you do not pay required fees at this time, your account will not be activated.
Step 10: Confirmation

Confirmation page. Option to make another payment or return back to your account home.