iSIS Payment Plan Enrollment Process

1. To sign up for the Payment Plan within iSIS, please log into iSIS. Once logged in you will need to click on the Student Center link as shown below.

2. You are now within the Student Center.

3. Here you have two ways to proceed.
   a. First let’s use the most obvious:
      (1) The “PayNow/eBill/Signup” option. Click on the link (as shown below).
iSIS Payment Plan Enrollment Process

(2) You are now taken to the “Account Inquiry” Tab of the next screen. About mid-screen you will see two green shaded boxes – the first is labeled ‘Payment Plans’.

(3) When you click on Payment Plans you will be taken to the screen showing the payment plan that is available for your enrollment, this is shown in the screen shot below. Notice that the “Enrollment Status” indicates “Not Enrolled”.

(4) Since you are not enrolled you need click on the ‘Payment Plans’ hyperlink (in this case Spring 2013) where you can see the installments, bill dates, and amount due. As you make payments the final column (“Amount Paid”) will be updated. However, also not that there is an agreement that you need to read, click on the box indicating that you understand the additional fee, and then type in your name as the electronic signature. See the screen image here:
(5) To finish the enrollment you need to click on the “Submit” button. You will be returned to the screen shown below showing the Bill Dates, Due Dates, Amount Due, and any Amounts Paid.

![Table showing payment plan details]

(6) You are now enrolled in the payment plan and can click on the “Go back to Summary Page” button or exit from iSIS as your needs exist.

b. For clarity we’ll start the second method from the point where you have signed into iSIS and are at the Student Center screen.

(1) Once you have signed in and gone to the Student Center you will go down about half way on the screen and you’ll see a drop down box where the default states “other financial…”. Click on the down arrow to open up the drop down list and select “View/Signup for Payment Plans”.

![Image of Student Center screen with drop down menu open]
(2) You are now taken to the screen showing the payment plan that is available for enrollment, this is shown in the screen shot below. Notice that the “Enrollment Status” indicates “Not Enrolled”. Since you are not enrolled you need to click on the ‘Payment Plans’ hyperlink (in this case Spring 2013)

![Payment Plans Screen](image)

(3) Now you can see the installments, bill dates, and amount due. As you make payments the final column (“Amount Paid”) will be updated. However, also note that since the prior screen indicates you were not enrolled, there is an agreement that you need to read, click on the box indicating that you understand the additional fee, and then type in your name as the electronic signature. See the screen image here:

![Payment Plan Details](image)
(4) To finish the enrollment you need to click on the “Submit” button. You will be returned to the screen shown below showing the Bill Dates, Due Dates, Amount Due, and any Amounts Paid.

Total amount due is $6,478.50. Following is your payment plan activity.

<table>
<thead>
<tr>
<th>Installment Nbr.</th>
<th>Bill Date</th>
<th>Due Date</th>
<th>Amount Due*</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12/14/2012</td>
<td>01/22/2013</td>
<td>$2119.63</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>02/15/2013</td>
<td>03/15/2013</td>
<td>$2119.63</td>
<td>$0.00</td>
</tr>
<tr>
<td>3</td>
<td>03/15/2013</td>
<td>04/15/2013</td>
<td>$2119.63</td>
<td>$0.00</td>
</tr>
<tr>
<td>4</td>
<td>03/15/2013</td>
<td>04/15/2013</td>
<td>$2119.63</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

*The installment amounts are subject to change as charges and payments are posted to the student account. Future installments will be adjusted to compensate for rounding differences.

Go back to the Summary Page

(5) You are now enrolled in the payment plan and can click on the “Go back to Summary Page” button or exit from iSIS as your needs exist.