

# How to Pay My Student Account on Installments

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Once Logged in to your account:

The **My Account** tab will show balances due and announcements regarding due dates.

1. Click on the **Payment Plans** tab.
2. Choose **Enroll Now**.
3. Select the appropriate Term based on the campus you are attending (CS or GV).
4. Click **Select**.
5. The preliminary details of the payment plan will be shown including the Setup Fee and number of payments. Review all information.
6. Click **Continue**.
7. The system will gather and display all eligible charges. You can choose to make a down payment if desired, but this is not required. A down payment is not your first installment and will only lower the installment amounts.
8. Click on **Display Payment Schedule**.
9. Once you are satisfied with the payment schedule amounts select **Yes** to setup automatic payments or select **No** to make manual payments each month.
10. Click **Continue**.
11. If you select **Yes** for automatic payments you will enter the required payment information.
12. Click **Continue**.
13. The Payment Plan Agreement will be displayed. Please read this carefully then check **I Agree** to confirm that you agree to the terms and conditions.
14. Click **Continue**.
15. A confirmation page will be displayed and an email will be sent.