Step 1 - Upon entering the ebill system, simply click on the “Payment Plans” tab at the top.

If you have any questions about the payment plan or enrolling in a plan, please contact us at pthornto@samford.edu
Step 2 - Click the green “Enroll Now” button to advance to the next page. A listing of past plans in which you have enrolled will be listed below.
Step 3 – Select “Fall 2015” term from the drop down menu and click the green “Select” button to advance.
Step 4 – Review the plan descriptions and the plan details (only one displayed here, multiple options may exist). Note that a $75 setup fee is required along with a minimum down payment. Click the green “Continue” button to advance.
Step 5 – Review the eligible charges and credits. Don’t get hung up on the naming of scholarships and grants. Multiple awards may be grouped together under one heading. The down payment is a specified amount and can only be increased. You cannot pay a reduced down payment. The 5 installment plan requires a 20% down payment and the 4 installment plan a 25% down payment at the time of enrollment. You may make a larger down payment to reduce subsequent installments. You may also simply make a payment prior to enrolling in a plan to lower the installments. Click the green “Display Payment Schedule” button to advance.
Step 6 – Review the payment schedule. Make note of what is due now and the due dates of the remaining installments. These dates are set and will be enforced regardless of the 1st being on a weekend of holiday. The ebill system is available online 24/7. A $100 late fee will charged for any late installments. Future eligibility to enroll in a plan may be affected by any late installments and/or rejected payments due to insufficient funds. If you would like to set up automatic payments through your checking account, you may do so at the bottom of the page. Regardless of whether you sign up for automatic payments, you will be sent a monthly reminder of the next installment due date.
Step 6 cont. – You must choose an automatic payment option (yes or no) and then click the green “Continue” button to advance.

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup fee</td>
<td>Due now</td>
<td>75.00</td>
</tr>
<tr>
<td>Down Payment</td>
<td>Due now</td>
<td>2,231.00</td>
</tr>
<tr>
<td>1st Installment</td>
<td>9/1/15</td>
<td>2,231.00</td>
</tr>
<tr>
<td>2nd Installment</td>
<td>10/1/15</td>
<td>2,231.00</td>
</tr>
<tr>
<td>3rd Installment</td>
<td>11/1/15</td>
<td>2,231.00</td>
</tr>
<tr>
<td>4th Installment</td>
<td>12/1/15</td>
<td>2,231.00</td>
</tr>
</tbody>
</table>

Total of Installments: 8,924.00

Total due now: 2,306.00

Would you like to set up payments to be made automatically on the dates shown above?

- [ ] Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.
- [ ] No, I don’t want to set up payments. I will come back and make each payment on or before the due date.

[Continue] [Previous Step] [Cancel]
Step 7 – Select a payment method from the drop down menu. You may choose between echeck or credit card. Echeck will have to be a regular checking account. Savings accounts, money market accounts and other accounts will not work. Click the green “select” button to advance.
Step 8 – (Go to Step 10 if you prefer to pay by Credit Card)
Input all the necessary checking account information. If you want any refunds to be sent to this account check the appropriate box. You also have to the option to save this information for future use. Click the green “Continue” button to advance.
Step 9 – Before enrollment in the plan and before your payment is confirmed, please review all the details listed in the agreement. We encourage you to print a copy of the agreement. A copy is also stored in the ebill system and can be accessed at any time.

Check the “I Agree” check box and click the green “Continue” button to advance once you are satisfied. This will confirm your enrollment in the plan you selected and debit your checking account.
Step 10 – If you chose to pay by credit card, you should review all the details listed in the agreement. We encourage you to print a copy of the agreement. A copy is also stored in the ebill system and can accessed at any time. Check the “I Agree” check box and click the green “Continue” button to advance once you are satisfied.
Step 11 – You have entered our third party credit card processing service, PayPath. Review the student ID and term listed for accuracy and note which cards are accepted. Click the green “Continue” button to advance.
Step 12 – This screen confirms your awareness of PayPath charging an additional 2.75% of the amount due to process the credit card. This amount is nonnegotiable. Click the green “Continue” button to advance.
Step 13 – Input your card information and click the purple “Continue” button to advance.
Step 14 – You will receive confirmation of your payment being accepted or denied. If accepted, you’ll be directed back to the ebill home page and you will see your Payment Plan listed. Please note any charges not included in the plan. These must be paid by the first day of class.
Step 15 – You should receive an email similar to this once your payment plan enrollment is completed. Notice it outlines the remaining installments and their due date. It also states there is a $100 late fee for any late installments.