



Samford  
University

## How To Enroll in a Payment Plan





## Before you begin...

- Enrollment in a plan does not automatically enroll a user in future plans.
- Successful plan payoff is required in order to enroll in future plans.
- Plans are interest free. However, an enrollment fee is required each time a user enrolls.
- The first installment and the enrollment fee is due upon enrollment in the plan.
- For more information, please see [www.samford.edu/go/onestop](http://www.samford.edu/go/onestop)



## STEP ONE:

Visit the Financial Portal at  
[www.samford.edu/go/financialportal](http://www.samford.edu/go/financialportal).

Use your Samford username/ID# and  
password to log in.

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## STEP TWO:

Click on the “**Payment Plan**” link.

The screenshot shows the Samford University student account portal. At the top, the Samford University logo is on the left, and the user is logged in as Amy Simpson with a Student Account ID of Samfordstudent S. Test. The navigation bar includes links for My Account, Make Payment, Payment Plans, Deposits, and Help. A yellow arrow points to the 'Payment Plans' link. The main content area is divided into three sections: an announcement regarding a credit card service charge increase, a student account summary showing a balance of \$15,000.00 with buttons for View Activity, Enroll in Payment Plan, and Make Payment, and a 'My Profile Setup' sidebar with options for Personal Profile, Payment Profile, Auto Bill Pay, and Notifications.

**Samford University** | Logged in as: Amy Simpson | Logout

Student Account: Samfordstudent S. Test

My Account | Make Payment | **Payment Plans** | Deposits | Help

**Announcement**

**NEXT BILL DUE DATE**  
June 11, 2018

Summer 2018

**Credit Card service charges have increased as of May 1, 2018 to 2.85%. This fee is charged by our third party service partner and is their first increase in over a decade.**

If you find yourself looking for answers to financial related questions and do not know where to turn, the Student Financial Services Team is available to assist you with any of your questions or concerns. We are open M-F, 8:00A - 4:30P on the first floor of Samford Hall. All of our contact information may be found on our webpage linked below.

Student Financial Services website

Please note our mailing address is:

**Samford University**  
Student Financial Services  
800 Lakeshore Drive  
Birmingham, AL 35229

**The Payment Plan** for Spring 2018 is now closed. For all the details

**Student Account** ID: xxxxx7443

Balance \$15,000.00

View Activity | Enroll in Payment Plan | **Make Payment**

**My Profile Setup**

- Personal Profile
- Payment Profile
- Auto Bill Pay
- Notifications



## STEP THREE:

Click the “Enroll Now” button.

The screenshot shows the Samford University student portal. At the top, the university logo and name are on the left, and the user's login information ("Logged in as: Amy Simpson | Logout" and "Student Account: Samfordstudent S. Test") is on the right. Below this is a red navigation bar with links for "My Account", "Make Payment", "Payment Plans", "Deposits", and "Help". The "Payment Plans" link is highlighted. On the right side of the navigation bar, there is a "My Profile" link. The main content area is titled "Payment Plans" and has two tabs: "Manage Plans" and "Plan History". Below the tabs, the text reads: "You are not yet enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll." At the bottom right of this section, there is a green "Enroll Now" button. A large yellow arrow points from the right edge of the screen towards this button. At the bottom of the page, there is a footer with copyright information and the TouchNet logo.



## STEP FOUR:

Select the appropriate term.

Samford University

Logged in as: Amy Simpson | Logout  
Student Account: Samfordstudent S. Test

My Account Make Payment Payment Plans Deposits Help My Profile

### Payment Plan Enrollment

Select Schedule Agreement

Select Term:  Select

Fall 2018  
Select Term  
Fall 2018

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## STEP FIVE:

If more than one option is presented, select option that best fits your situation.

Samford University

Logged in as: Amy Simpson | Logout  
Student Account: Samfordstudent S. Test

My Account Make Payment Payment Plans Deposits Help My Profile

### Payment Plan Enrollment

Select Schedule Agreement

Select Term: Fall 2018 | Select

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
Fall 2018 - 5 Installments	\$75.00	20%	4	\$100.00	Details <a href="#">Select</a>
Fall 2018 - 4 Installments	\$75.00	25%	3	\$100.00	Details <a href="#">Select</a>

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## STEP SIX:

- Review the plan details.
- An enrollment fee is required and will be assessed at enrollment.
- You will have the opportunity to set up automatic payments, if you choose to do so.
- Click the “Continue” button.

### Fall 2018 - 5 Installments

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the **Account Activity** page, you can review all recent charges and credits to your account.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Registration Tuition	15,000.00	
<b>Balance: 15,000.00</b>		
	Required down payment	<input type="text" value="3000.00"/>
	Additional down payment	<input type="text" value="0.00"/>

Payment Schedule		
Description	Due Date	Amount(\$)
Setup fee	Due now	75.00
Down payment	Due now	3,000.00
Installment 1	9/5/18	3,000.00
Installment 2	10/5/18	3,000.00
Installment 3	11/5/18	3,000.00
Installment 4	12/5/18	3,000.00
<b>Total of installments:</b>		<b>12,000.00</b>
<b>Total due now:</b>		<b>3,075.00</b>

### Set up Automatic Payments

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.





## STEP SEVEN:

Select your payment method and click the “Continue” button.

Samford University

Logged in as: Amy Simpson | Logout  
Student Account: Samfordstudent S. Test

My Account Make Payment Payment Plans Deposits Help My Profile

### Payment Plan Enrollment

Select Schedule Payment Agreement

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Amount \$3,075.00  
Method

Back Cancel Continue

\*Credit card payments are handled by payPath®, a tuition payment service.

**Electronic Check** - Payments can be made from your personal checking account.

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## STEP EIGHT:

- Review all details in the agreement.
- Print/download a copy for your records.
- Click the “Continue” button.

Samford University

My Account Make

### Payment

By agreeing and

- You must scroll through the full agreement and select "I agree" to continue.
- By agreeing and continuing, you will also be submitting a payment today of \$3,075.00 as a part of your enrollment.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, **Amy Simpson**, understand that I have scheduled my 4 installment payments and these payments will automatically be processed on the due dates specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$75.00. I understand that a late fee of \$100.00 will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Samford University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$3,000.00 due on 9/5/18**.  
Installment 2 in the amount of **\$3,000.00 due on 10/5/18**.  
Installment 3 in the amount of **\$3,000.00 due on 11/5/18**.  
Installment 4 in the amount of **\$3,000.00 due on 12/5/18**.

This agreement is dated Thursday, June 21, 2018.

For fraud detection purposes, your internet address has been logged:  
104.245.151.21 at 6/21/18 3:31:35 PM CDT

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

To revoke this authorization agreement you must contact [support@samford.edu](mailto:support@samford.edu).  
Print and retain a copy of this agreement.  
Please check the box below to agree to the terms and continue.

I agree to the terms and conditions.

Print Worksheet Print Agreement Back Cancel **Continue**

Account: Amy Simpson | Logout  
Account: Samfordstudent S. Test

My Profile

Agreement

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## STEP NINE:

A payment receipt/confirmation screen such as this will appear if you have successfully completed the payment plan enrollment process.

 **Samford University** Logged in as: Amy Simpson | Logout 

[My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Help](#) [My Profile](#)

### Payment Receipt

- Your new ACH payment method has been saved.
- Thank you, your payment was processed successfully.
- Your enrollment in Fall 2018 - 5 Installments was processed successfully.

#### Payment Confirmation

Payment date:	6/21/18
Payment Time:	15:35:34
Name of Payee:	Samford University
Name on Bank Account:	Test Student
Bank Account Type:	Checking
Account number:	xxxxxxxx1011
Depository:	WELLS FARGO BANK MAC N9301-041 MINNEAPOLIS, MN 55479
Amount paid:	\$3,075.00
Student name:	Samfordstudent S. Test
Confirmation Number:	156940

Please print this page for your records.

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## STEP TEN:

- Upon returning to the home page of the financial portal after successfully enrolling, users will see a payment plan listed for the term.
- Any scheduled payments will also be presented on the home page.

Samford University

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Student Account: Samfordstudent S. Test

My Account Make Payment Payment Plans Deposits Help

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**The Payment Plan** for Spring 2018 is now closed. For all the details concerning the payment plan, check

**Student Account** ID: xxxxx7443

**Balance** \$12,000.00

View Activity Enroll in Payment Plan Make Payment

**Payment Plans**

**Fall 2018 - 5 Installments** \$12,000.00

Balance Not Included in Plan \$0.00

**Scheduled Payments**

Description	Payer	Date	Method	Amount	Action
Fall 2018 - 5 Installments -- Installment 1 of 4	Amy Simpson	9/5/18	Test Student Checking	\$3,000.00	⚙
Fall 2018 - 5 Installments -- Installment 2 of 4	Amy Simpson	10/5/18	Test Student Checking	\$3,000.00	⚙
Fall 2018 - 5 Installments -- Installment 3 of 4	Amy Simpson	11/5/18	Test Student Checking	\$3,000.00	⚙
Fall 2018 - 5 Installments -- Installment 4 of 4	Amy Simpson	12/5/18	Test Student Checking	\$3,000.00	⚙

**My Profile Setup**

- Personal Profile
- Payment Profile
- Auto Bill Pay
- Notifications



Samford  
University

