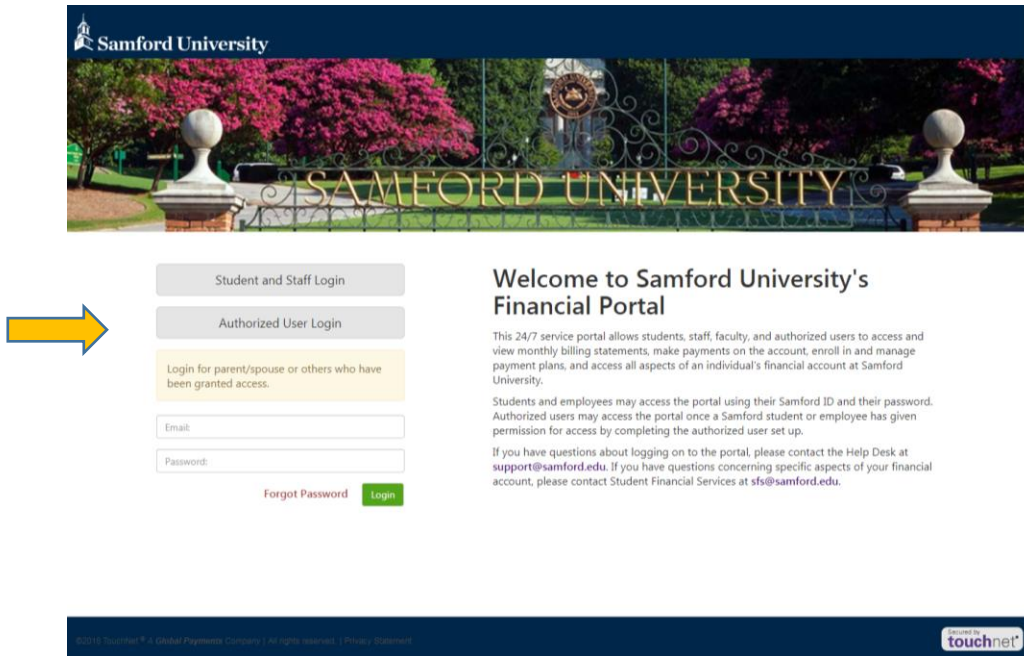


# How to enroll in Payment Plan

1. Log into the ebill system- go to [www.samford.edu/go/ebill](http://www.samford.edu/go/ebill)
2. Log in with your e-mail and password as the Authorized User. If you are the student, then use the Student and Staff Login.



Samford University

Student and Staff Login

Authorized User Login

Login for parent/spouse or others who have been granted access.

Email:

Password:

[Forgot Password](#) [Login](#)

### Welcome to Samford University's Financial Portal

This 24/7 service portal allows students, staff, faculty, and authorized users to access and view monthly billing statements, make payments on the account, enroll in and manage payment plans, and access all aspects of an individual's financial account at Samford University.

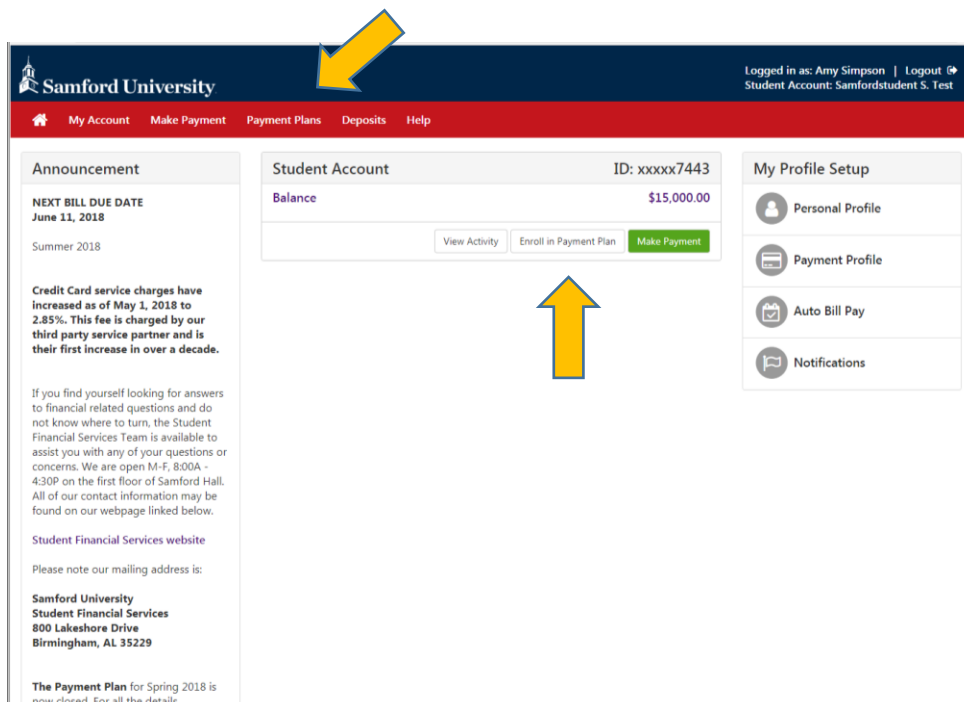
Students and employees may access the portal using their Samford ID and their password. Authorized users may access the portal once a Samford student or employee has given permission for access by completing the authorized user set up.

If you have questions about logging on to the portal, please contact the Help Desk at [support@samford.edu](mailto:support@samford.edu). If you have questions concerning specific aspects of your financial account, please contact Student Financial Services at [sfs@samford.edu](mailto:sfs@samford.edu).

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3. Click on the [Payment Plan](#) link OR on the [Enroll in Payment Plan](#) link



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

4. Click on Enroll Now

Samford University

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

My Account Make Payment Payment Plans Deposits Help My Profile

## Payment Plans

Manage Plans Plan History

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.

Enroll Now

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5. Select the correct 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

Fall 2018 Select  
Select Term  
Fall 2018

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6. Select plan option – 4 or 5 Installments, depending on what is available during the selected 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: 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   <b>Select</b>
Fall 2018 - 4 Installments	\$75.00	25%	3	\$100.00	Details   <b>Select</b>

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7. Review the Plan details. Note: the \$75 nonrefundable enrollment fee required with down payment. Also note the Payment Schedule, and then select Yes or No for setting up automatic payments. Payments are always due on the 5<sup>th</sup> of each month regardless of Holidays or weekends. Click on “Continue.”

#### 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.

Description	Charges(\$)	Credits(\$)
Registration Tuition	15,000.00	
<b>Balance: 15,000.00</b>		
Required down payment		3000.00
Additional down payment		0.00

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: 12,000.00</b>		
<b>Total due now: 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.

Back | Cancel | **Continue**

8. Select your payment method. The service provider does not accept savings accounts. The credit card processing servicer charges a 2.85% fee for credit card payments. Click “Continue”

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: Select Method

Back Cancel Continue

\*Credit card payments are handled through [Touchnet](#), a tuition payment service.

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

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9. Before confirming enrollment, please review all the details listed in the agreement. A copy is stored in the ebill system and can be accessed at any time. Check the “I Agree” box and click the green “Continue” to advance once you are satisfied. This will confirm your enrollment in the plan you selected and debit your payment method.

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 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

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10. You will receive confirmation when your payment is accepted or denied.

The screenshot shows the 'Payment Receipt' page on the Samford University portal. At the top, the user is logged in as Amy Simpson, with a student account ID of Samfordstudent S. Test. The navigation menu includes My Account, Make Payment, Payment Plans, Deposits, Help, and My Profile. The main heading is 'Payment Receipt'. A yellow box contains three bullet points: 'Your new ACH payment method has been saved.', 'Thank you, your payment was processed successfully.', and 'Your enrollment in Fall 2018 - 5 Installments was processed successfully.' Below this is the 'Payment Confirmation' section, which lists details such as payment date (6/21/18), time (15:35:34), payee (Samford University), bank account type (Checking), and amount paid (\$3,075.00). A confirmation number of 156940 is also provided. A yellow box at the bottom of the receipt area says 'Please print this page for your records.' The footer includes copyright information for TouchNet and a 'Secured by touchnet' logo.

11. You will see your Payment Plan listed when you return to the dashboard.

The screenshot shows the dashboard of the Samford University portal. The user is logged in as Amy Simpson. The dashboard is divided into several sections. On the left is an 'Announcement' section with a 'NEXT BILL DUE DATE' of June 11, 2018, and a notice about increased credit card service charges. The main area is titled 'Student Account' and shows a balance of \$12,000.00 with buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. Below this is the 'Payment Plans' section, which lists a 'Fall 2018 - 5 Installments' plan with a balance of \$12,000.00 and a 'Balance Not Included in Plan' of \$0.00. The 'Scheduled Payments' section contains a table with columns for Description, Payer, Date, Method, Amount, and Action. The table lists four installments of \$3,000.00 each, scheduled for 9/5/18, 10/5/18, 11/5/18, and 12/5/18. On the right side of the dashboard is a 'My Profile Setup' section with links to 'Personal Profile', 'Payment Profile', 'Auto Bill Pay', and 'Notifications'.

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	

12. If you did not schedule automatic payments, payments should be made through the Payment Plan link each month before or on the due date.