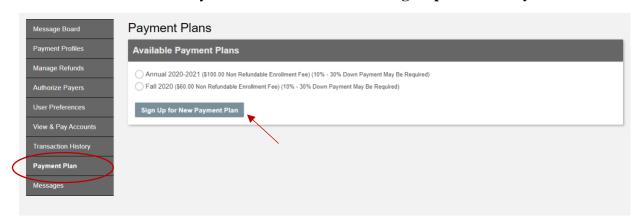
## **How to Enroll in the Monthly Payment Plan**

**Step 1:** Start by logging into **ePay**.

- Students can access ePay via the myCharger login page.
- Authorized payers can access ePay through the following link: Authorized Payer Access to ePay

Step 2: Once logged in, click on **Payment Plan** from the menu option from the left. Select from the Available Payment Plans and click on the **Sign Up for New Payment Plan** link.



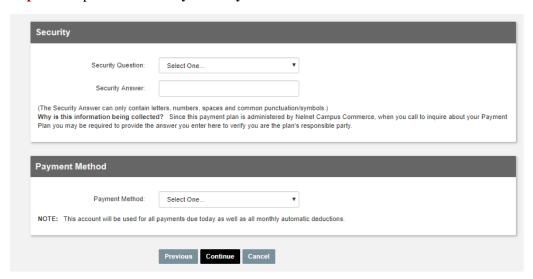
**Step 3:** View the **Budget Worksheet** and click Continue. *Your current balance for the semester will automatically populate and be shown in the values field. Please note, the values field cannot be adjusted as it is based on the current balance of your student account for that specific semester.* 



**Step 4:** Review the **Payment Plan Options** and **Select** the payment plan that best fits your needs.

SELECT	TOTAL BALANCE	DOWN PAYMENT (DUE TODAY)	ENROLLMENT FEE (DUE TODAY)	ADJUSTED BALANCE	NUMBER OF	FIRST INSTALLMENT MONTH	PAYMENT DATE	INSTALLMENT
0	\$43,142.00	-	\$60.00 🐧	\$43,142.00	5	May	28th	\$8,628.4
0	\$43,142.00	\$4,314.20 (10%)	\$60.00 🐧	\$38,827.80	4	August	3rd	\$9,706.9
0	\$43,142.00	\$12,942.60 (30%)	\$60.00 📵	\$30,199.40	3	September	28th	\$10,066.4

**Step 5:** Complete the **Security and Payment Method** sections and click **Continue**.



- **Step 6: Provide your payment and contact information**. You can also create a profile name to save your account information for future use. Click **Continue** when you are finished with entering your information.
- **Step 7:** Confirm that the payment information you entered is correct and then click Continue.
- **Step 8:** Read the **Terms and Conditions** of the payment plan and click the box at the bottom of that page to confirm enrollment in the Plan.



**Step 9:** Upon completion, you will receive a **receipt** and the details of your Payment Plan Agreement will be listed at the bottom of your receipt page.