

Tuition Payment Plan Sign-up Steps

Step 1

Visit paymybill.rutgers.edu and log into your online term bill. Click the **‘Sign Up For a Payment Plan’** button found on the right side of both the Semester and term bill screens.

Tip: If you wish to learn more about our payment plan options and details visit paymentplans.rutgers.edu.

The screenshot shows the Rutgers Student Account interface. At the top, there's a navigation bar with 'RUTGERS THE STATE UNIVERSITY OF NEW JERSEY' and 'Student Accounting, Billing, and Cashier Services Student Account'. Below this, there are tabs for 'Term Selection', 'Account Summary', 'Payment Adjustments', and 'Verify Payment Adjustments'. The 'Term Selection' tab is active, showing a 'Choose Semester' dropdown menu with 'Fall - 2020' selected. To the right, there's a 'Financial Responsibility Statement' section with a 'Continue' button. At the bottom, there's a blue button labeled 'Sign Up For a Payment Plan' which is highlighted with a black arrow.

Step 2

Once on the Rutgers Message Board, select **‘Payment Plan’**.

Tip: This is the main payment plan page and allows you view Payment Profiles, Authorized Payers and more.

The screenshot shows the Rutgers Message Board interface. On the left, there's a sidebar with a 'Message Board' header and several options: 'Payment Profiles', 'Authorize Payers', 'User Preferences', 'Transaction History', 'Payment Plan', and 'Messages'. The 'Payment Plan' option is highlighted with a black arrow. The main content area on the right is titled 'Message Board' and contains a welcome message and a list of options to choose from.

Step 3

Choose the available plan you want then select **‘Sign Up for New Payment Plan’**

Tip: The earlier you enroll the more payments that you will get to pay your plan balance. As you get closer to the start of the term, some options may no longer be available.

The screenshot shows the Rutgers Payment Plans interface. On the left, there's a sidebar with a 'Payment Plans' header and several options: 'Message Board', 'Payment Profiles', 'Authorize Payers', 'User Preferences', 'Transaction History', 'Payment Plan', and 'Messages'. The 'Payment Plan' option is highlighted. The main content area on the right is titled 'Payment Plans' and contains a welcome message and a list of available payment plans. The 'Available Payment Plans' section shows two options: 'Fall 2020 (\$50.00 Non Refundable Enrollment Fee) (25% Down Payment May Be Required)' and 'Spring 2021 (\$50.00 Non Refundable Enrollment Fee)'. The 'Fall 2020' plan is selected with a radio button. At the bottom, there's a blue button labeled 'Sign Up for New Payment Plan'.

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Step 4

On the Budget Worksheet page, enter the amount of your Tuition & Fees and click **Continue**.

Tip: We advise you look at your term bill to acquire the exact tuition and fees amount due.

Budget Worksheet
Please, enter your estimated amounts.

Fall 2020

Charges	Values	Credits	Values
TUITION AND FEES	0.00		

Payment Plan Balance 0.00

Budget Worksheet
Please, enter your estimated amounts.

Fall 2020

Charges	Values	Credits	Values
TUITION AND FEES	10,000.00		

Payment Plan Balance 10,000.00

Back Continue Cancel

Step 5

Payment Plan Options, select a payment plan option based on the number of installments that suits you. Then select your payment method, the following steps are for e-Check payments.

Tip: You have the options of paying with either an e-check (no fees) or debit/credit card (2.7% service fees).

Payment Plan Options
Please select a payment plan option.

Options

SELECT	TOTAL BALANCE	DOWN PAYMENT (DUE TODAY)	ENROLLMENT FEE (DUE TODAY)	ADJUSTED BALANCE	NUMBER OF INSTALLMENTS	FIRST INSTALLMENT MONTH	PAYMENT DATE	INSTALLMENT AMOUNT
<input type="radio"/>	\$10,000.00	\$2,500.00 (25%)	\$50.00	\$7,500.00	3	August	15th	\$2,500.00
<input type="radio"/>	\$10,000.00	\$2,500.00 (25%)	\$50.00	\$7,500.00	2	September	15th	\$3,750.00

Payment Processing

- Each installment will be automatically deducted from the account you authorized while enrolling in this payment plan.
- You will be sent a reminder email message before your installment is automatically deducted.
- Installments will be automatically deducted. If a payment date falls on a weekend, the payment will be scheduled for processing the next business day.

Security

Security Question:

Security Answer:

(The Security Answer can only contain letters, numbers, spaces and common punctuation/symbols.)
Why is this information being collected? Since this payment plan is administered by Nelnet Campus Commerce, when you call to inquire about your Payment Plan you may be required to provide the answer you enter here to verify you are the plan's responsible party.

Payment Method

Payment Method:

NOTE: This account will be used for all future payments, including automatic deductions. The payment profiles used can be changed up until the time the scheduled payment is processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment.

Previous Continue Cancel

Card transactions for Rutgers University are processed by Nelnet Campus Commerce, USA.

Step 6

E-Check Method.

Enter all your bank account information requested on the page, as well as an email address and profile name (will be saved for future use). Then click **Continue**.

Tip: Log into your online banking system to find your account information or on your paper check, please do not use your credit card details here. This payment option will be used for all future monthly payments unless changed.

Provide ECheck Information
Please provide your eCheck information in the fields below. Click the "Continue" button when you have completed all fields.

The profile you create will be used each month to auto debit the bank account you specify. Since this will be a recurring installment, a profile must be established to support the processing of each monthly payment plan installment. You can change the bank account information for the monthly payment plan installments at any time prior to the date that the scheduled debit will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile.

For help, please click on the question mark next to a field.

NOTE: All fields are required.

Amount Due Today: Amount deducted from your eCheck account today. This transaction should appear on your account within 1-4 days.

Down Payment Due: \$2,500.00

Enrollment Fee: \$50.00

The following payment information will be used for all payments due today as well as all monthly automatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment.

Account Information

Holder's Name*:

Account Type*:

Routing Number*:

Account Number*:

Billing Address Information

Address 1*:

(optional) Address 2:

City*:

For U.S. Address

State*:

Zip*:

Previous Continue Cancel

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Step 6

Credit Card Method.

Accept Payment Plan Service Fee. Enter all your bank account information requested on the page, as well as an email address and profile name (will be saved for future use). Then click **Continue**.

Tip: You have the option to pay with the following card types, Mastercard, Visa, Discover, American Express, JCB, Diners Club, and China Unionpay. Debit/credit card have 2.7% service fees.

Step 7

Your payment profile has been successfully added. Verifying your payment plan information is next. You will also be able to view the down payment and enrollment fee due. Once verified, click **Continue**.

Tip: At the bottom of the page you can view the remaining payment schedule summary for the semester.

PLAN	ADJUSTED BALANCE	FIRST INSTALLMENT DATE	NUMBER OF INSTALLMENTS	INSTALLMENT AMOUNT
Fall 2020	\$7,500.00	Aug 15, 2020 (Sat)	3	\$2,500.00

Step 8

Read and accept the payment plan terms and conditions. Then click the **confirm** button to activate the payment plan agreement.

Tip: You can review your finance charge and amount financed on this page.

Itemization of the Amount Financed of \$7,500.00
Amount paid on your account: \$7,500.00
Prepaid finance charge: \$0.00

I, JOHNATHAN DOE, guarantee that I am an authorized signer on the account provided in this Agreement. I authorize Nelnet Campus Commerce to process payment(s) from my account as indicated on this Agreement for the dollar amount above in order to meet my financial obligation to my educational institution. I understand that I may print a copy of this authorization for my records.


☒ Click here to accept the terms and conditions of this Payment Plan Agreement. Then click the Confirm button below to activate this Payment Plan Agreement.

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Step 9

You have now successfully signed up for a payment plan. A receipt of your plan will be available to you.

Tip: You will be able to review payment profiles, authorize payers, user preferences, transaction history, payment plans and messages.

Message Board	Payment Plan Receipt This is your receipt.
Payment Profiles	← Back to Payment Plans 
Authorize Payers	Enrollment Fee
User Preferences	Confirmation Number: 1000000465
Transaction History	Payment Date: Jul 23, 2020 at 3:13 PM, EDT
Payment Plan	Effective Date: Jul 24, 2020
Messages	Primary User Id: 123456789
	Primary User Name: John Doe
	Account: Student Accounts Payment Plan
	Payment Amount: \$50.00
	Total Amount: \$50.00
	Holder's Name: Scarlet Knight
	Payment Method: CHECKING ending with 6789
	Routing Number: 123456789
	Billing Address Info: 65 Davidson Road, ASB, Room 308 Piscataway, NJ 08854
	Contact Info: Jonathan.doe@rutgers.edu (e-mail)