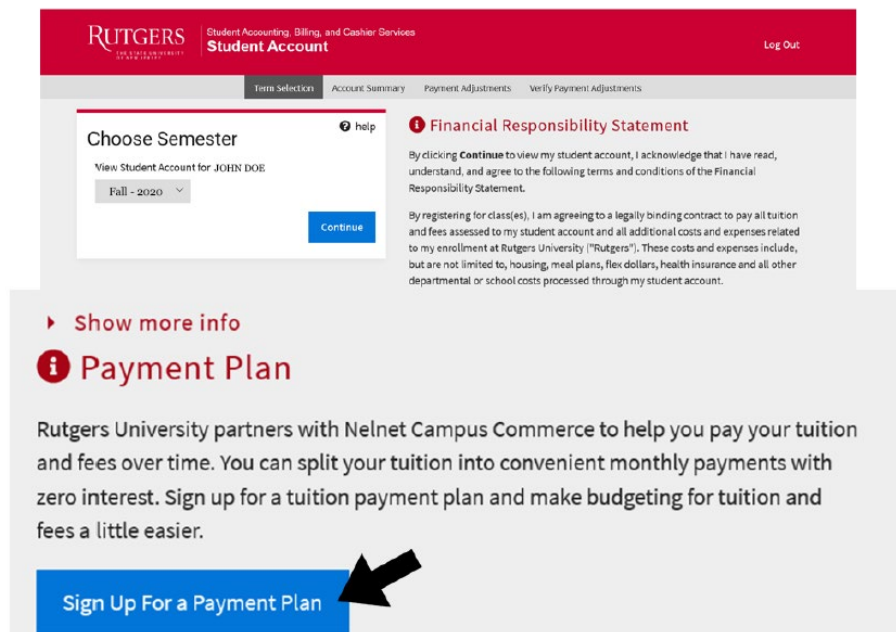


Step 1:

Visit paymybill.rutgers.edu and log in to 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: Visit paymentplans.rutgers.edu for more information on payment plans.

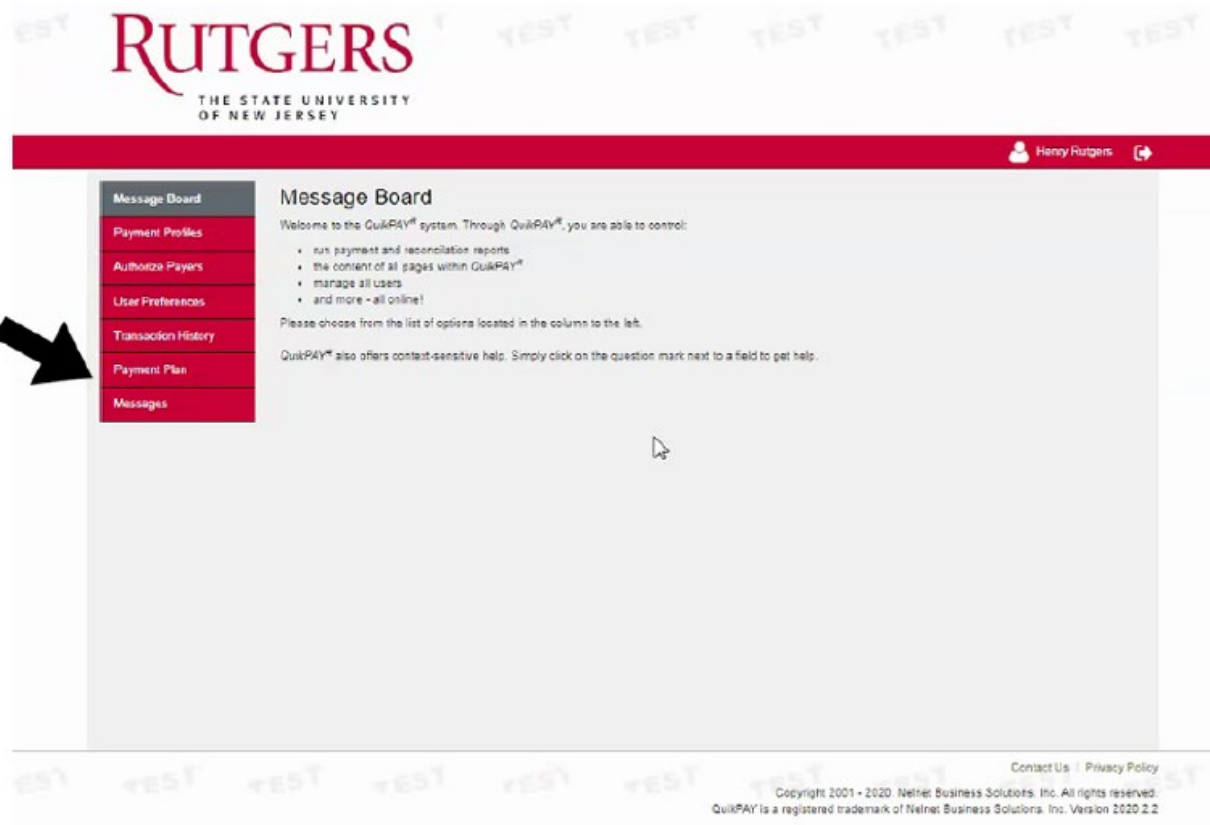


Note: You will be prompted to acknowledge the Refund Policy upon accessing the Nelnet QuickPay portal. You must then review GradGuard Tuition Insurance information and choose to enroll or decline tuition insurance. For more information, click [here](#).

Step 2:

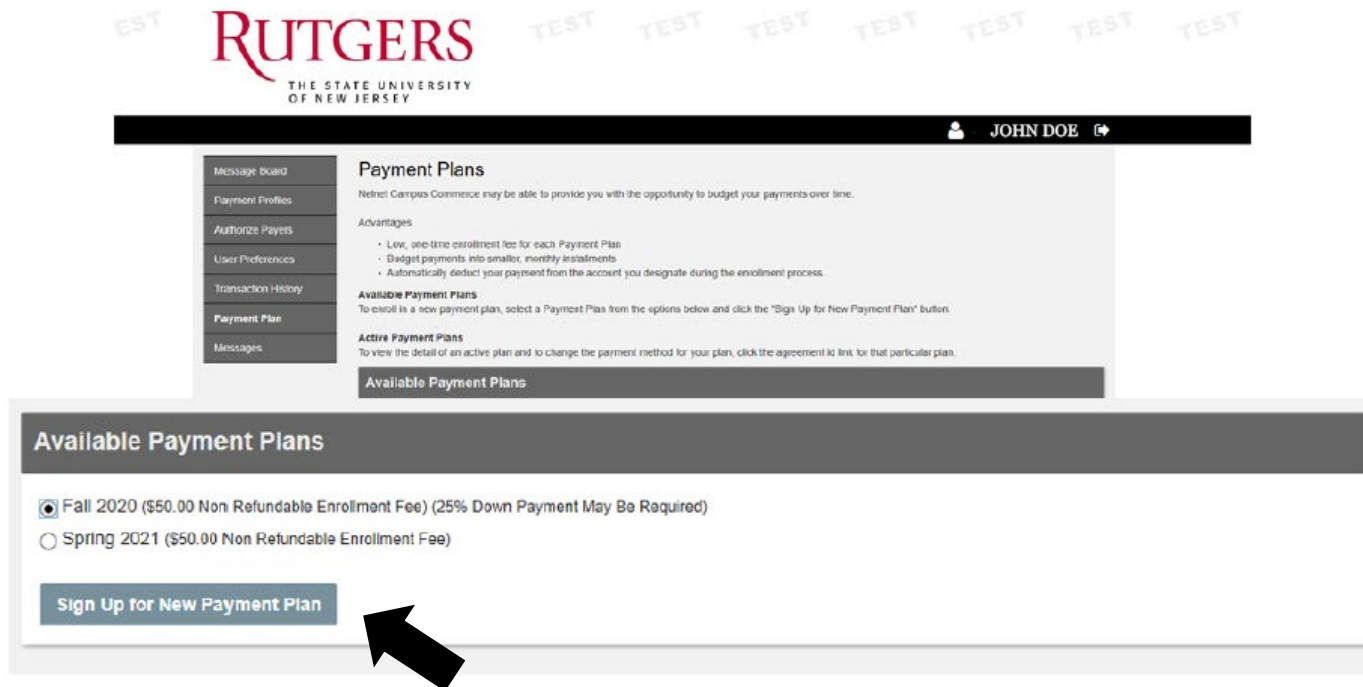
On the Rutgers Message Board page, select **Payment Plan**.

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



Step 3:

Select the available plan you want to enroll in and select **Sign Up for New Payment Plan**.



Step 4:

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

Tip: View your term bill for the exact tuition and fee amounts due.

The screenshot shows the Rutgers website interface. At the top left is the Rutgers logo with the text 'THE STATE UNIVERSITY OF NEW JERSEY'. To the right of the logo are several 'TEST' labels. A black navigation bar at the top right contains a user icon and the name 'JOHN DOE'. Below the navigation bar is a sidebar menu with items: Message Board, Payment Profiles, Authorize Payers, User Preferences, Transaction History, Payment Plan, and Messages. The main content area is titled 'Budget Worksheet' and includes the instruction 'Please, enter your estimated amounts.' Below this is a table for 'Fall 2020' with columns for Charges, Values, Credits, and Values. The first row shows 'TUITION AND FEES' with a value of '0.00'. The second row shows 'Payment Plan Balance' with a value of '0.00'. A second, larger 'Budget Worksheet' form is shown below, with the same instruction and table. In this form, the 'TUITION AND FEES' value is '10,000.00'. The 'Payment Plan Balance' is '10,000.00'. At the bottom of this form are three buttons: 'Back', 'Continue', and 'Cancel'. A large black arrow points to the 'Continue' button.

Charges	Values	Credits	Values
TUITION AND FEES	0.00		
Payment Plan Balance			0.00

Charges	Values	Credits	Values
TUITION AND FEES	10,000.00		
Payment Plan Balance			10,000.00

Step 5:

Select a payment plan option based on the number of installments that suits you. Please note that some installment options may not be available at the time of your enrollment. Then select your payment method. You have the option of paying with an e-check (no fees) or a debit/credit card (2.8% service fee).

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: (Dropdown menu showing eCheck and Credit Card)

NOTE: This account will be used for all 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.

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

Step 6: E-Check Payment

Enter your bank account information as well as an email address and profile name (this will be saved for future use). Then click **Continue**.

Tip: Log in to your online banking system or view a paper check to find your account information.

The screenshot shows a web interface for a user named JOHN DOE. On the left is a navigation menu with items: Message Board, Payment Profiles, Authorize Payees, User Preferences, Transaction History, Payment Plan, and Messages. The main content area is titled "Provide ECheck Information" and contains the following text:

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.

NOTES: 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*: CHECKING ▾

Routing Number*: ⓘ

Account Number*: ⓘ

Billing Address Information

Address 1*:

(optional) Address 2:

City*:

For U.S. Address

State*: Select One... ▾

Step 6: Credit Card Payment

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

Tip: The following card types are accepted: Mastercard, Visa, Discover, American Express, JCB, Diners Club, and China UnionPay. Debit/credit card transactions incur a 2.8% service fee.

The screenshot displays a web interface for a payment plan sign-up. At the top, a user profile bar shows 'JOHN DOE'. A sidebar on the left contains navigation links: Message Board, Payment Profiles, Authorize Payers, User Preferences, Transaction History, Payment Plan, and Messages. The main content area is titled 'Payment Plan Service Fee' and features the PaymentSpring logo. A text block explains that credit and debit card payments are processed by Nelnet Campus Commerce through PaymentSpring, and that a 2.70% service fee will be applied to the payment. A bolded statement reads: 'BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE.' Below this, there are 'Previous' and 'Continue' buttons, with an arrow pointing to the 'Continue' button. A note below the buttons says 'Click the "Continue" button.' The bottom section is titled 'Credit Card Information' and contains several input fields: 'Cardholder's Name*', 'Card Type*' (set to 'MASTERCARD'), 'Credit Card Number*' (with a 'Virtual Keypad' button), 'CVV2 Code*' (with an information icon), and 'Expiration Date*'. The page is styled with a clean, modern design using shades of gray and blue.

Step 7:

Your payment profile has been successfully added. Verify your payment information and 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 payment plan.

Is This Payment Plan Information Correct?

Please verify the information below and then click the "Continue" button.

The payment profile has been added successfully!

Amount Due Today: Amount deducted from your eCheck account today. This transaction should appear on your account within 1-4 days. [Back to Budget Worksheet](#)

Down Payment Due	\$2,300.00
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 payments are processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment.

Account Information

Name: John Doe
 Account Type: Checking
 Routing Number: 123456789
 Account Number: ending with 6789

Billing Address Information

Address 1: 1234 Main St, Suite 100
 Address 2: Apt 100
 City: Phoenix
 State: AZ
 Zip: 85001

Remaining Payment Schedule Summary For Fall 2020

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

NOTE: We will automatically deduct each installment from the account you authorize when enrolling in this payment plan. Each deduction will occur on the day indicated and prior notification will be emailed to you. If a scheduled installment date falls on a weekend the automatic deduction will occur the next business day.

[Previous](#) [Continue](#) [Cancel](#)

Step 8:

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

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

Message Board
Payment Profiles
Authorize Payers
User Preferences
Transaction History
Payment Plan
Messages

Payment Plan Terms And Conditions
Please read and agree to the terms and conditions below, and then click the "Confirm" button.

Terms And Conditions

T&C
SUMMARY OF AGREEMENT PROVISIONS
Number of Rettempts: 2
This is the number of times a payment may be rescheduled if a payment fails.
Returned Payment Fee: \$30.00
This is the fee that will be assessed to your account if a payment fails.
Enrollment Fee: \$50.00
This is the fee that you will be charged upon enrollment into a payment plan agreement.

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.

Back **Confirm** **Cancel**

Step 9:

You have now successfully enrolled in a payment plan. A receipt will be available to view and print.

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

Payment Plan Receipt
This is your receipt. [← Back to Payment Plans](#)

Enrollment Fee

Confirmation Number: 100000465
 Payment Date: Jul 23, 2020 at 3:13 PM, EDT
 Effective Date: Jul 24, 2020
 Primary User Id: 123456789
 Primary User Name: John Doe
 Account: Student Accounts Payment Plan
 Payment Amount: 550.00
 Total Amount: 550.00
 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)