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 the Term Selection page.

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. Students who choose to enroll in Tuition Insurance can view complete instructions [here](#). Please note that tuition insurance can only be purchased via credit or debit card.
Step 2:
Upon completing the GradGuard prompts, click on Payment Plan on the left menu.
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.
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).
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.
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.
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.
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.
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.