

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.

The screenshot shows the Rutgers Student Account portal. At the top, there is a red header with the Rutgers logo, the text "Student Accounting, Billing, and Cashier Services", and "Student Account". A "Log Out" link is in the top right. Below the header is a navigation bar with "Term Selection" (highlighted), "Account Summary", "Payment Adjustments", and "Verify Payment Adjustments".

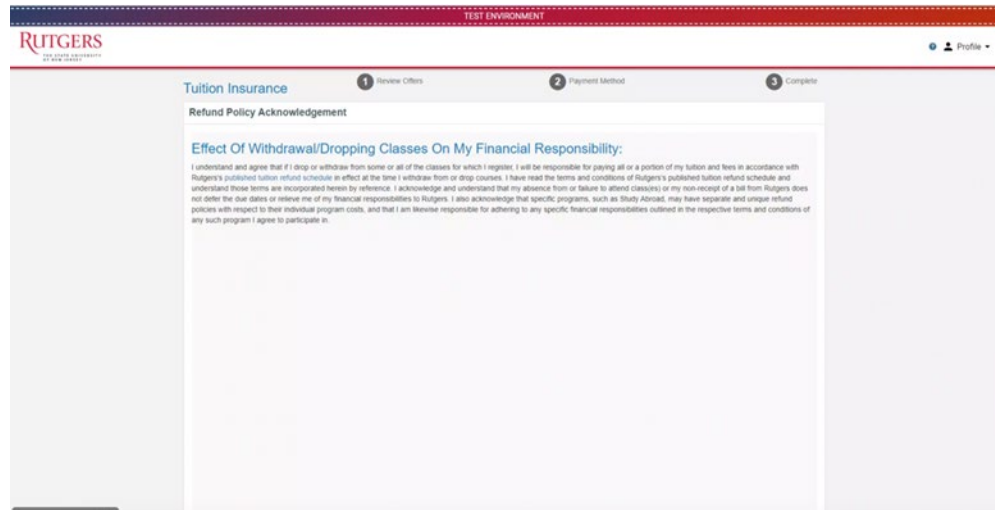
The main content area is divided into two columns. The left column has a white box titled "Choose Semester" with a "help" icon. It says "View Student Account for" and has a dropdown menu showing "Fall - 2021" and a blue "Continue" button. A large black arrow points from this "Continue" button towards the right column.

The right column contains three sections, each with an information icon (i):

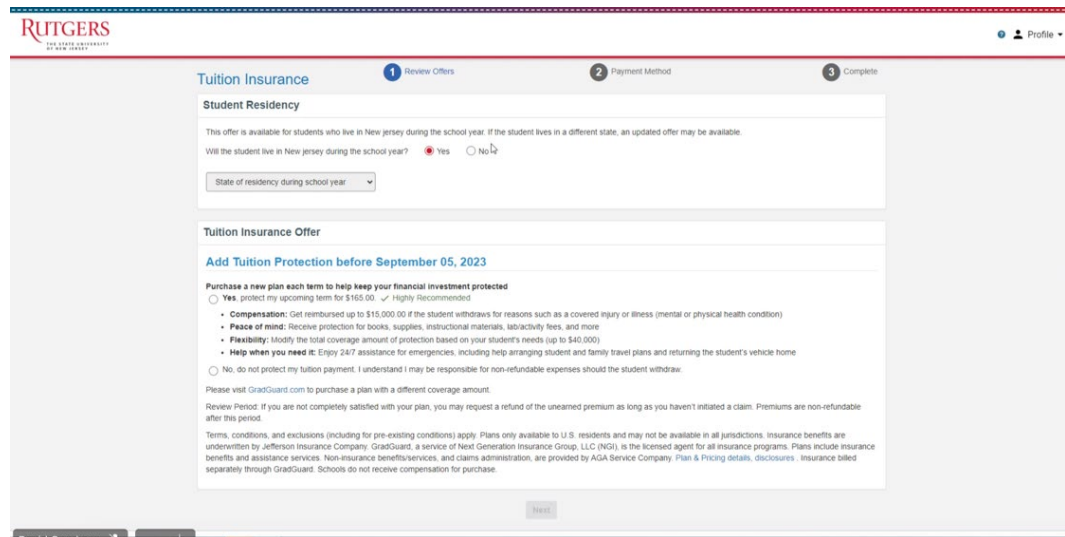
- Financial Responsibility Statement**: A paragraph stating that by clicking "Continue", the user acknowledges and agrees to the terms and conditions of the Financial Responsibility Statement.
- Payment Plan**: A paragraph explaining that Rutgers University partners with Nelnet Campus Commerce to help pay tuition and fees over time. It includes a "Show more info" link. Below this is a blue button labeled "Sign Up For a Payment Plan".
- Electronic Refunds**: A paragraph explaining that users can sign up for ACH electronic deposit for the fastest and most convenient way to receive their student refund.

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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.

The screenshot displays the Rutgers University website's payment interface. On the left, a navigation menu lists various options, with 'Make Payment' highlighted in pink and a black arrow pointing to it. The main content area is titled 'Make Payment' and features a three-step progress bar: 1. Payment Information (active), 2. Payment Method, and 3. Payment Confirmation. Below the progress bar, the page is titled 'Paying Student Account Payment' and includes a note: 'Required fields are marked with an *'. The form contains two input fields: 'Payment Amount *' with a value of \$5,424.50 and 'Account' with a value of 'Tuition and Fees'. A dashed line separates the input fields from the total amount to pay, which is \$5,424.50. At the bottom of the form, there is a red button labeled 'Next - Payment Method'.

Step 3:

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

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JOHN DOE

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Payment Plans

Netel Campus Commerce may be able to provide you with the opportunity to budget your payments over time.

Advantages

- Low, one-time enrollment fee for each Payment Plan
- Budget payments into smaller, monthly installments
- Automatically deduct your payment from the account you designate during the enrollment process.

Available Payment Plans
To enroll in a new payment plan, select a Payment Plan from the options below and click the "Sign Up for New Payment Plan" button.

Active Payment Plans
To view the detail of an active plan and to change the payment method for your plan, click the agreement id link for that particular plan.

Available Payment Plans

Fall 2020 (\$50.00 Non Refundable Enrollment Fee) (25% Down Payment May Be Required)

Spring 2021 (\$50.00 Non Refundable Enrollment Fee)

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 Budget Worksheet interface. At the top, the Rutgers logo is displayed. Below it, a navigation menu includes options like Message Board, Payment Profiles, and Payment Plan. The main content area is titled 'Budget Worksheet' and contains a table for 'Fall 2020' with columns for Charges, Values, Credits, and Values. The 'TUITION AND FEES' row has a value of 10,000.00 entered in the 'Values' column. Below the table, the 'Payment Plan Balance' is shown as 10,000.00. At the bottom, there are three buttons: 'Back', 'Continue', and 'Cancel'. A black arrow points to the 'Continue' button.

| Fall 2020 | | | |
|----------------------|-----------|---------|-----------|
| Charges | Values | Credits | Values |
| TUITION AND FEES | 10,000.00 | | |
| Payment Plan Balance | | | 10,000.00 |

TUITION PAYMENT PLAN SIGN-UP GUIDE

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).

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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 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 providing ECheck information. At the top right, the user is identified as 'JOHN DOE'. On the left, a navigation menu includes: Message Board, Payment Profiles, Authorize Payers, 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.' It also includes a note: '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.' A help instruction says: 'For help, please click on the question mark next to a field.' A 'NOTE: All fields are required.' is present. Below this, a summary box shows: 'Amount Due Today: Amount deducted from your eCheck account today. This transaction should appear on your account within 1-4 days.' with a sub-total of 'Down Payment Due: \$2,560.00' and 'Enrollment Fee: \$50.00'. A disclaimer states: '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.' The form is divided into two sections: 'Account Information' and 'Billing Address Information'. The 'Account Information' section has fields for: 'Holder's Name*' (text input), 'Account Type*' (dropdown menu with 'CHECKING' selected), 'Routing Number*' (text input with an information icon), and 'Account Number*' (text input with an information icon). The 'Billing Address Information' section has fields for: 'Address 1*' (text input), '(optional) Address 2*' (text input), 'City*' (text input), and 'For U.S. Address' with a 'State*' dropdown menu (currently showing '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 shows a web application interface for a user named JOHN DOE. On the left is a navigation menu with items: Message Board, Payment Profiles, Authorize Payers, User Preferences, Transaction History, Payment Plan (highlighted), and Messages. The main content area is titled "Payment Plan Service Fee" and contains a text block explaining that credit and debit card payments are processed by Nelnet Campus Commerce through PaymentSpring, with a 2.70% service fee. Below this text is a "BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE." statement. At the bottom of the main content area are two buttons: "PREVIOUS" and "Continue". An arrow points to the "Continue" button with the instruction "Click the 'Continue' button." Below the buttons is a text block explaining that the payment information will be used for all payments due today and as monthly automatic deductions, and that changes can be made up until 1:00 PM on the day the payment is scheduled to be processed. At the bottom of the page is a "Credit Card Information" section with input fields for Cardholder's Name, Card Type (set to MASTERCARD), Credit Card Number (with a Virtual Keypad button), CVV2 Code (with an eye icon), and Expiration Date.

TUITION PAYMENT PLAN SIGN-UP GUIDE

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!

Back to Budget Worksheet

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

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

Account Information

| | |
|----------------|------------------|
| Member Name | John Doe |
| Account Type | Checking |
| Billing Number | 123456789 |
| Account Number | ending with 0189 |

Billing Address Information

| | |
|-----------|-------------------------------|
| Address 1 | 88 University Blvd, Suite 300 |
| Address 2 | |
| City | Philadelphia |
| State | PA |
| Zip | 19104 |

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.

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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 Reattempts: 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.

Message Board

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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: \$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 306
Piscataway, NJ 08854

Contact Info: Jonathan.doe@rutgers.edu (e-mail)