Payment Plan
You have access to set up a payment plan to pay on your account in installments by credit card or electronic check on your Student Homepage.

1. Log in to UAConnect and click the Treasurer's Office tile on your Student Homepage.
2. Click Payment Plan link to open the eCommerce site.

Set Up an Installment Payment Plan

3. Click the link in the Installment Payment Plans section.

4. Information about the tuition charges and fees for the semester are displayed on this page.
5. Scroll down the page to see the number of installment payments, the amount due at each payment, and the date the payments are due.

6. Click the Truth in Lending check box.

7. Enter your initials in the Electronic Signature field.

8. **Cancel** or **Accept** the agreement terms.
Set Up Payment Method

You have the option to make your payment with either a credit card or an electronic check. Information about setting up automatic payments is included at the end of these instructions.

9. Select the payment method you wish to use. **NOTE:** The Enrollment Fee is due at the time of sign up.

10. Click **Continue**.

Credit Card Payment

Click the **Enter new credit card information** radio button.

1. Complete the required fields on this page.

2. Click **Continue Checkout**.
3. Review your payment information and if correct, click Submit.

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Service Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/23/2015</td>
<td>$300.00</td>
<td>$5.51</td>
</tr>
<tr>
<td>01/23/2016</td>
<td>$300.00</td>
<td>$5.51</td>
</tr>
<tr>
<td>02/23/2016</td>
<td>$300.00</td>
<td>$5.51</td>
</tr>
<tr>
<td>03/23/2016</td>
<td>$300.00</td>
<td>$5.51</td>
</tr>
<tr>
<td>04/23/2016</td>
<td>$300.00</td>
<td>$5.51</td>
</tr>
</tbody>
</table>

4. You will receive an e-mail receipt for the enrollment fee and an additional e-mail that contains the Plan terms and conditions along with payment amounts for your Installment Payment Plan. These will be sent to the e-mail address(es) provided during the initial enrollment.

```
Thank you for your payment

Receipt Number: [Redacted]
Customer: [Redacted]
ePayment
Current Date: 12/03/2015
Business Date: 06/28/2015

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Plan Enrollment Fee</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

Payments Received

- CC
  - Visa XXXXXXXXXX00011111 $35.00
  - Authorization # XXXXX

Total $35.00

Thank you for the payment.
```

```
Thank you for enrolling in the IPP Spring 2016 Installment Payment Plan.
You will be billed on the following dates for the amounts shown:
- $300.00 due on 12/23/2015
- $300.00 due on 1/23/2016
- $300.00 due on 2/23/2016
- $300.00 due on 3/23/2016
- $300.00 due on 4/23/2016

Please refer to the terms and conditions for information about non-payment, default, and right to accelerate.

Your enrollment in this plan is based on your agreement to the following terms and conditions:
Tuition Payment Plan Terms and Conditions
```
Installment Payment Plan

Electronic Check Payment

Complete all the required fields on this page.

1. Click the **Continue Checkout** button.

2. **Confirm** your payment information and then click the **Submit Payment** button.

3. An e-mail receipt for the payment and an additional separate e-mail containing the terms and conditions along with the payment amounts is sent to the e-mail address(es) listed during signup.
Installment Payment Plan

Automatic Payments - Optional

**Important!** If you choose to *not* automatically pay your installment amount, you must adjust the amount of the payment *each time* you make a payment on your account.

Set Up Automatic Payments

1. To set up automatic payments, select a value from the listed options.
   - Use the same payment information and email address used for the Enrollment Fee
   - Provide new credit card information
   - Enter new electronic check information
   - Choose not to use automatic payments

**NOTE:** If you select to pay your installments by a credit card, a 1.8% convenience/service charge is added to each of your payments and will be displayed.

2. Click **Submit** to complete your enrollment into automatic payments.
3. You will now see that you are enrolled in the Installment Payment Plan for the semester.

4. You will receive an e-mail stating that you have successfully scheduled your payment and the date of the first payment.

   You are now enrolled in the 2016 Spring. Your first payment will be on 12/23/2015.