HOW TO ENROLL IN A PAYMENT PLAN

Login the eBill System
Students will need their Grizzly ID number (Use upper case "G" followed by two zeros plus six digits 'G00#######') and six-digit SAIL PIN. If you need to have your six-digit SAIL PIN reset, please visit oakland.edu/resetpin/. To access the eBill system, visit http://www.oakland.edu and click on the eBill quick link at the top of the page.

Students: Click on the “Student” button and enter your GrizzlyID (Use upper case "G" followed by two zeros plus six digits 'G00#######') and your six-digit SAIL PIN. Click Login to log into eBill and access your information.
Authorized users: Click “Authorized User” button to begin. First time: log in using the username (case sensitive) and password (all characters) as specified in your notification e-mail. You will then be required to change your password. Click Login to log into eBill and access your information.
Select “Enroll in Payment Plan” to begin enroll process.

Click the arrow next to “Select Term” to choose the semester. Click the “Select”.

After clicking the “Select” button, the next screen will show payment plan information. Next, click the “Continue”.

Plan Enrollment

<table>
<thead>
<tr>
<th>Select Payment Plan</th>
<th>Schedule Payment Plan</th>
<th>Payment Plan Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select term to view available plans: Summer 2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enrollment deadline: 5/29/17
Scheduled payments:
Setup fees: $15.00 - Waived if payments are scheduled
Minimum down payment: $0.00
Number of payments:
Paid Dates:
Payment Frequency:
Click the “Display Schedule” button.

Plan Enrollment

<table>
<thead>
<tr>
<th>Description</th>
<th>Charges ($)</th>
<th>Credits ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>3,700.00</td>
<td></td>
</tr>
</tbody>
</table>

Balance: 3,700.00

This screen will give you the payment schedule information.

You must select Yes or No regarding automatic payments before clicking the “Continue” button.

Payment Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Due Date</th>
<th>Amount Paid ($)</th>
<th>Amount Due ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup fee</td>
<td>Due now</td>
<td>0.00</td>
<td>2.50</td>
</tr>
<tr>
<td>Setup fees will be waived if payments are scheduled.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installment 1</td>
<td>5/29/17</td>
<td>600.00</td>
<td>1,890.00</td>
</tr>
<tr>
<td>Installment 2</td>
<td>5/29/17</td>
<td>600.00</td>
<td>1,890.00</td>
</tr>
</tbody>
</table>

Total Amount Paid: 0.00
Total of installments: 3,700.00

Set up Automatic Payments

If you choose to schedule your payments, your setup fee of $250.00 will be waived.
Would you like to set up payments to be made automatically on the dates shown above?
- Yes, I want to set up my payments, let me choose the payment method that will automatically be used to make a payment on each due date
- No, I don’t want to set up payments, I will come back and make each payment on or before the due date.

If payments are not scheduled, this message will pop-up.
A payment method is needed to pay the $25 Payment Plan Processing Charge, the first installment (if applicable) and/or to set-up automatic payments. If scheduled payments is selected, the payment method can be saved.

Generally, the payment methods allowed include electronic check (online checking / savings) or a previously saved electronic check payment method. Students can also pay using a credit card or ATM/debit card, which are subject to a service charge of 2.85% or a minimum $3.00.

Select or create a payment method for the $25 payment plan processing charge or for scheduled payments.

Review the payment plan Agreement.

Check the box to agree to the terms and conditions. Click the “Continue” button to complete enrollment in the payment plan.
Click on the Payment Plans tab to view the details of your current and past payment plans. You can use this tab to "Pay Off" your plan in full, "schedule" installments if you chose not to schedule them at enrollment or "edit" your existing payments.