HOW TO ENROLL IN A PAYMENT PLAN

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Login to the eBill System

Student Login:

To access the eBill system, click MySAIL from the OU home page and login with your NetID and password.

Select eBill from the Popular Services menu.
Authorized Users Login:

To access the eBill system, click eBill from the OU home page.

(First time users: log in using the username (case sensitive) and password (all characters) as specified in your notification email. You will then be required to change your password.)

Enter your email and password and click “Login” to log into eBill and access your information.
Payment Plan Enrollment

Select “Enroll in Payment Plan” to begin the enrollment 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 the payment plan details. Next, click the “Continue”.

Click the “Display Schedule” button.
Plan Enrollment

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge ($)</th>
<th>Credit ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>3,700.00</td>
<td></td>
</tr>
<tr>
<td>Down payment</td>
<td></td>
<td>0.00</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>600</td>
<td>2500</td>
</tr>
<tr>
<td>Investment 1</td>
<td>5/25/17</td>
<td>600</td>
<td>1,850.00</td>
</tr>
<tr>
<td>Investment 2</td>
<td>5/25/17</td>
<td>600</td>
<td>1,850.00</td>
</tr>
</tbody>
</table>

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

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 payments 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.

Payment Plans

Currently Enrolled Plans
You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to Payments.

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Due Date</th>
<th>Status</th>
<th>Payment method</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2017 2 Installment Payment Plan</td>
<td>9/28/17</td>
<td>Unpaid</td>
<td></td>
<td>Schedule</td>
</tr>
<tr>
<td>Summer 2017 2 Installment Payment Plan</td>
<td>9/28/17</td>
<td>Unpaid</td>
<td></td>
<td>Schedule</td>
</tr>
</tbody>
</table>

Payment Plan History

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Enrollment Date</th>
<th>Remodel Date</th>
<th>Finance Charge</th>
<th>Installments</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2017 2 Installment Payment Plan</td>
<td>6/28/17 8:52:27 PM EDT</td>
<td>2560</td>
<td></td>
<td>100</td>
<td>View</td>
</tr>
</tbody>
</table>