PAYMENT PLANS

Step 1: Click on Financial Account

Step 2: Click on “Make a Payment” in the left-hand margin.
Step 3: Click on the red “jUSTPay” button.

Step 4: Click on “Set up a Payment Plan”.
Step 5: Click “Begin”.

Step 6: Click “Next”.
Step 7: Click “Next”.

Step 8: Select one of the available payment plan options and click “Next”.
Step 9: Click on the “OK” button.
Step 10: From the field that reads, “Pay Using”, click on the down arrow, select “bank account” or “card information,” enter the required information and click the Save button:
Step 11: Click “Next”
Step 12: Check the box next to “I have read & accept the terms and conditions of the payment plan” and click the “Authorize” button: