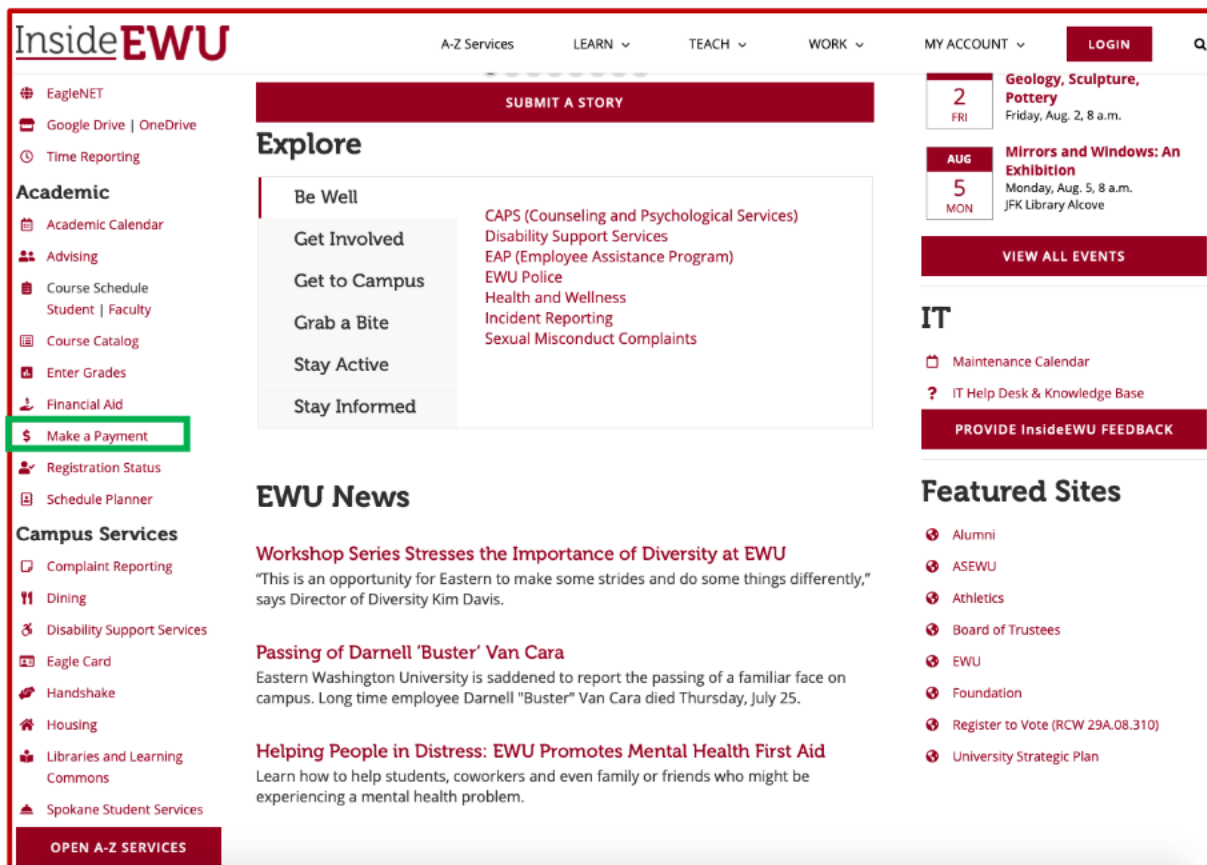


How to Enroll in a Payment Plan for Student Account Balances

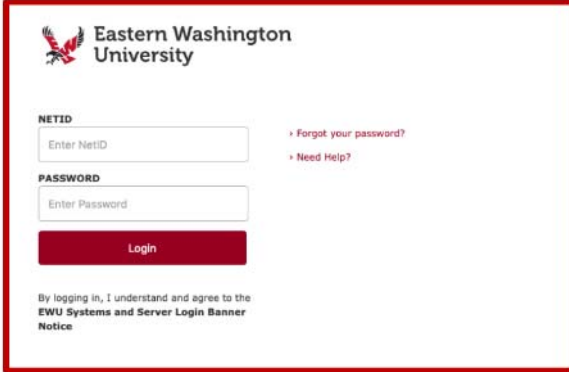
Important Note: Students that have added an authorized user(s) to their account allow the authorized user to enroll in a payment plan on their behalf. Please see the instructions for adding an authorized user which also contains instructions detailing how authorized users can sign in to the account. Authorized users enrolling a student in a payment plan start on [Step #4](#) after signing in.

1. Visit the Inside EWU website at inside.ewu.edu
2. Scroll down on the page and click on the “Make a Payment” link in the directory on the left of the page.



The screenshot shows the InsideEWU website interface. The top navigation bar includes links for A-Z Services, LEARN, TEACH, WORK, MY ACCOUNT, and LOGIN. The left sidebar contains a directory of services, with "Make a Payment" highlighted in a green box. The main content area features an "Explore" section with categories like "Be Well", "Get Involved", "Get to Campus", "Grab a Bite", "Stay Active", and "Stay Informed". Below this is the "EWU News" section with articles such as "Workshop Series Stresses the Importance of Diversity at EWU", "Passing of Darnell 'Buster' Van Cara", and "Helping People in Distress: EWU Promotes Mental Health First Aid". The right sidebar includes event listings for August, an IT section with links to the Maintenance Calendar and IT Help Desk, and a "Featured Sites" section with links to various university resources.

3. Sign in with your NetID and password.



Eastern Washington University

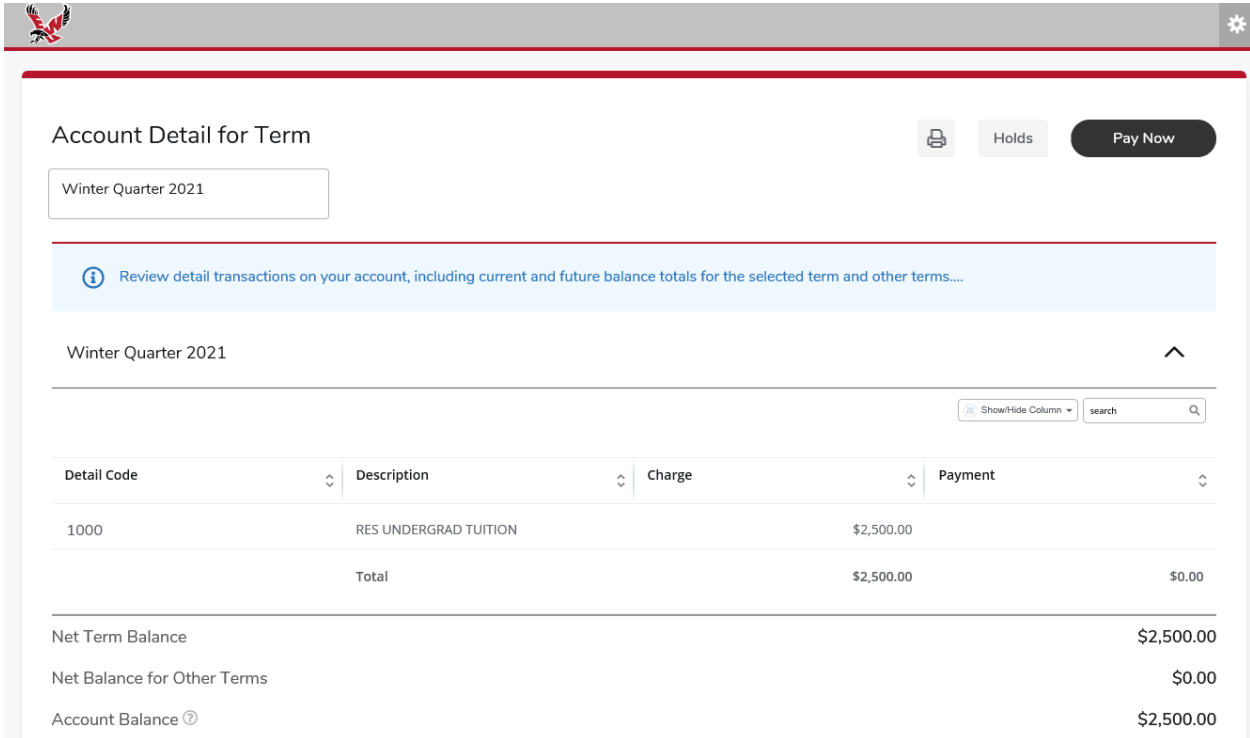
NETID
Enter NetID [Forgot your password?](#)
[Need Help?](#)

PASSWORD
Enter Password

Login

By logging in, I understand and agree to the EWU Systems and Server Login Banner Notice

3a. Select a term and click Pay Now.



Account Detail for Term Print Holds Pay Now

Winter Quarter 2021

[Review detail transactions on your account, including current and future balance totals for the selected term and other terms....](#)

Winter Quarter 2021 ^

Show/Hide Column search

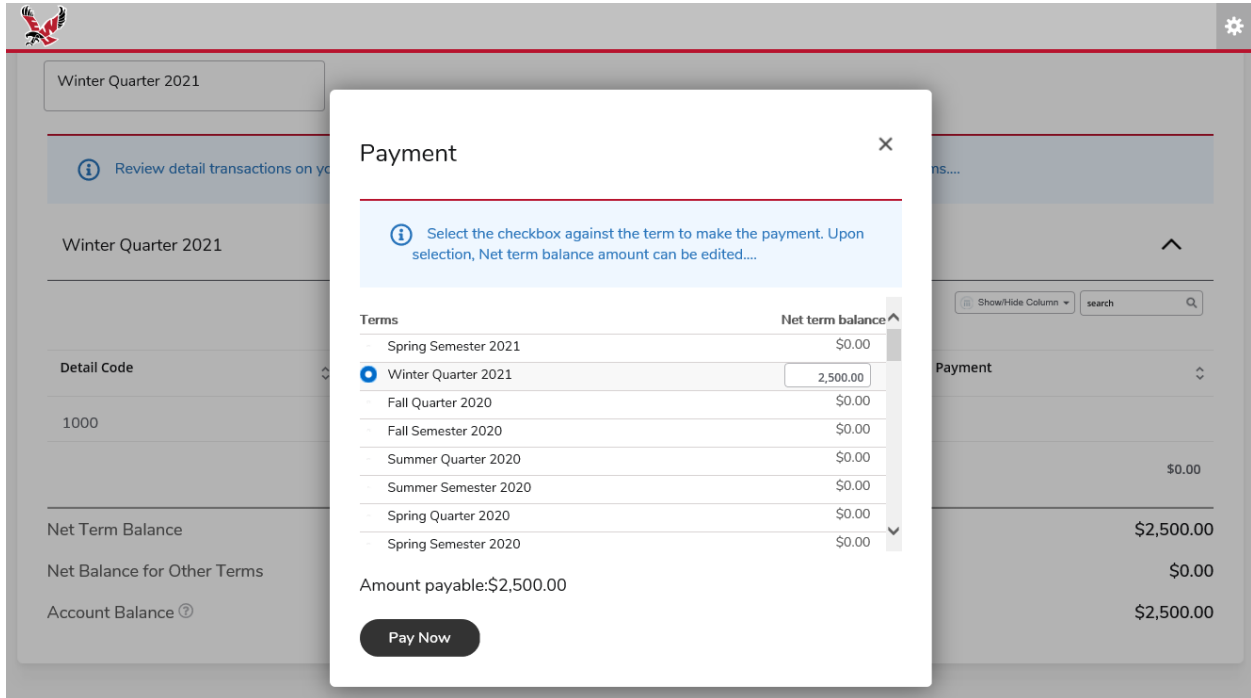
Detail Code	Description	Charge	Payment
1000	RES UNDERGRAD TUITION	\$2,500.00	
	Total	\$2,500.00	\$0.00

Net Term Balance \$2,500.00

Net Balance for Other Terms \$0.00

Account Balance \$2,500.00

3b. Select the term and click pay now on the next screen shown below:



The screenshot shows a 'Payment' modal window overlaid on a background interface. The modal contains a table of terms with their respective net term balances. The 'Winter Quarter 2021' term is selected, and its balance of \$2,500.00 is displayed in an input field. Below the table, the total amount payable is shown as \$2,500.00, and a 'Pay Now' button is visible.

Payment

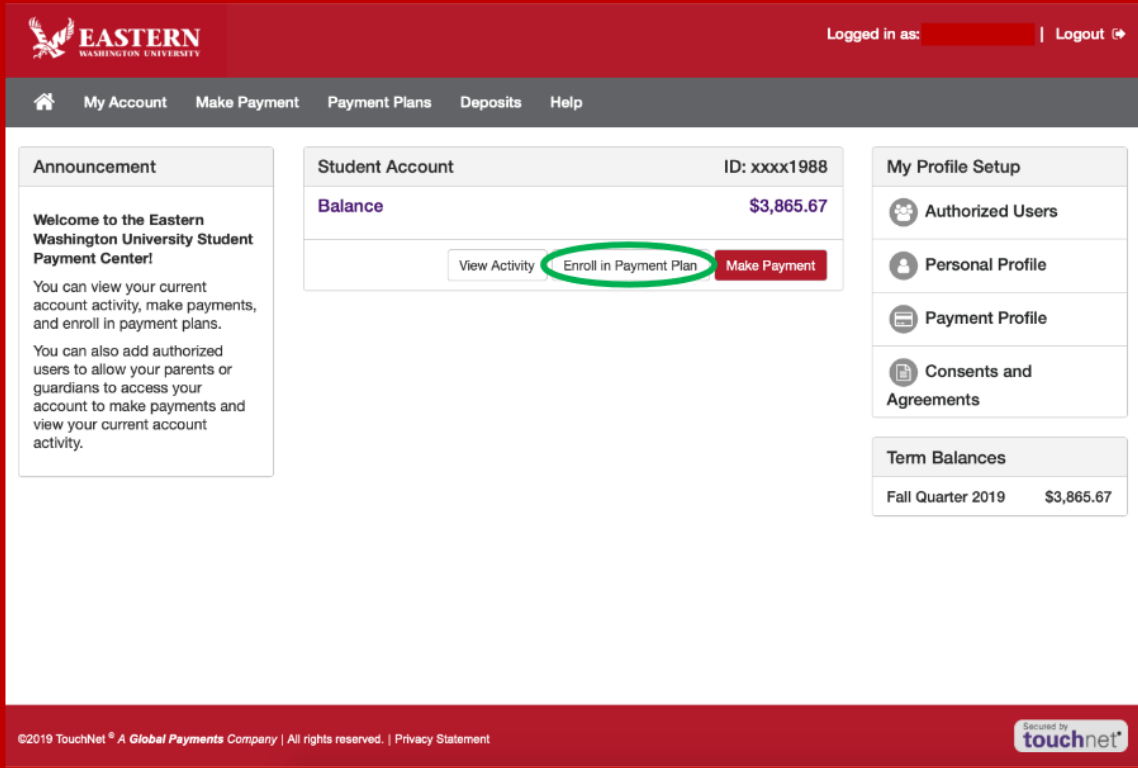
Select the checkbox against the term to make the payment. Upon selection, Net term balance amount can be edited....

Terms	Net term balance
<input type="checkbox"/> Spring Semester 2021	\$0.00
<input checked="" type="checkbox"/> Winter Quarter 2021	2,500.00
<input type="checkbox"/> Fall Quarter 2020	\$0.00
<input type="checkbox"/> Fall Semester 2020	\$0.00
<input type="checkbox"/> Summer Quarter 2020	\$0.00
<input type="checkbox"/> Summer Semester 2020	\$0.00
<input type="checkbox"/> Spring Quarter 2020	\$0.00
<input type="checkbox"/> Spring Semester 2020	\$0.00

Amount payable: \$2,500.00

Pay Now

- Now you should be on the home page of TouchNet. Click “Enroll in a Payment Plan” to start your enrollment. If this button is not present when you sign in it means that you are not eligible to enroll in a payment plan.

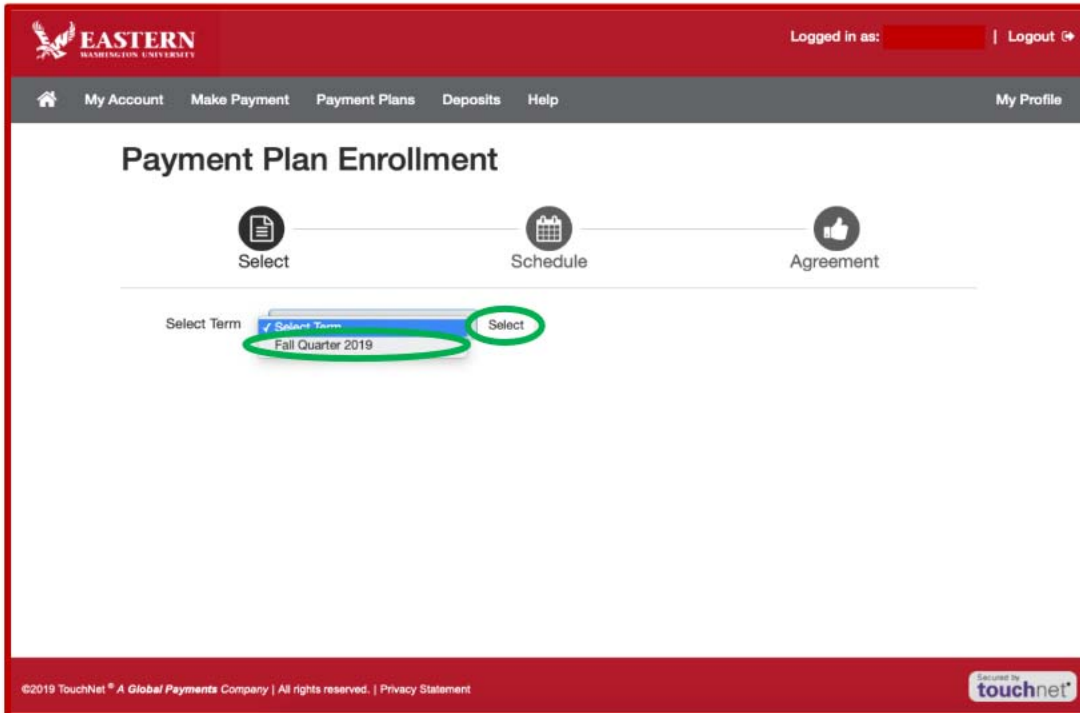


The screenshot displays the TouchNet interface for a student account. At the top, the Eastern Washington University logo is on the left, and the user is logged in as 'xxxx1988' with a 'Logout' link on the right. A navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', and 'Help'. The main content area is divided into three sections: 'Announcement', 'Student Account', and 'My Profile Setup'. The 'Student Account' section shows a balance of \$3,865.67 and three buttons: 'View Activity', 'Enroll in Payment Plan' (circled in green), and 'Make Payment'. The 'My Profile Setup' section lists 'Authorized Users', 'Personal Profile', 'Payment Profile', and 'Consents and Agreements'. A 'Term Balances' table shows a balance of \$3,865.67 for the Fall Quarter 2019. The footer contains copyright information and a 'touchnet' logo.

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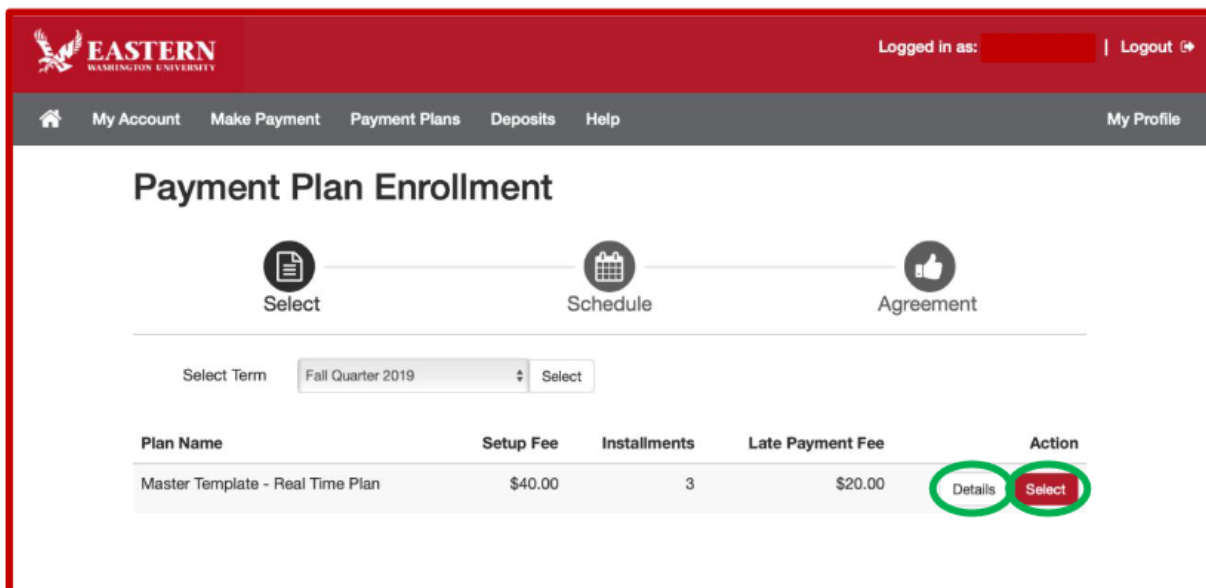
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5. Select the upcoming term that you want to enroll in a payment plan for and click "Select".



The screenshot shows the 'Payment Plan Enrollment' page. At the top, there is a navigation bar with 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Help', and 'My Profile'. Below this is a progress bar with three steps: 'Select', 'Schedule', and 'Agreement'. The 'Select' step is active. A dropdown menu for 'Select Term' is open, showing 'Fall Quarter 2019' as the selected option. A red 'Select' button is visible next to the dropdown. The footer includes '©2019 TouchNet® A Global Payments Company | All rights reserved. | Privacy Statement' and the 'touchnet' logo.

6. When you select a term there should only be one payment plan option available. If you wish to read more details about the plan, click the "Details" button first. To continue click the red "Select" button.



The screenshot shows the 'Payment Plan Enrollment' page with the 'Select Term' dropdown set to 'Fall Quarter 2019'. Below the dropdown is a table of available payment plans. The 'Master Template - Real Time Plan' is the only option listed. The 'Details' and 'Select' buttons for this plan are highlighted with red circles.

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
Master Template - Real Time Plan	\$40.00	3	\$20.00	Details Select


- Next, you'll see what charges and credits are included in the payment plan you selected. You'll also see the installment schedule with installment amounts along with the \$40 enrollment fee due at the time you enroll.


Below that you'll have the option to schedule the future payments to be made automatically, or you'll have the option to not schedule payments and return to the site before each installment due date to make the payment. Regardless of which option you select, you'll receive a reminder of the upcoming installment five (5) days before it is due.


After making your payment selection, click the red "Continue" button.

My Account
Make Payment
Payment Plans
Deposits
Help
My Profile

Payment Plan Enrollment


 Select


 Schedule


 Agreement

Master Template - Real Time Plan

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	3,166.67	
Fees	199.00	
		Balance: 3,365.67

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. You owe an additional \$500.00 that will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

Description	Due Date	Amount(\$)
Setup fee	Due now	40.00
Installment 1	10/2/19	1,121.89
Installment 2	11/2/19	1,121.89
Installment 3	12/2/19	1,121.89
Total of Installments:		3,365.67
		Total fees: 40.00

Set up Automatic Payments

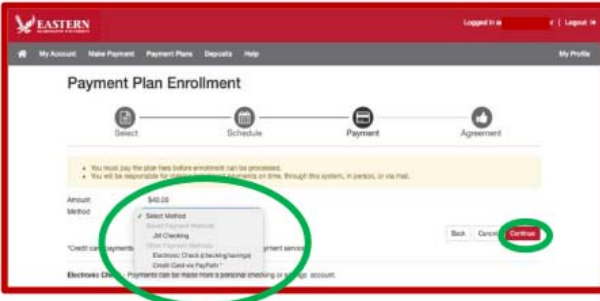
Would you like to set up payments to be made automatically on the dates shown above?

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.

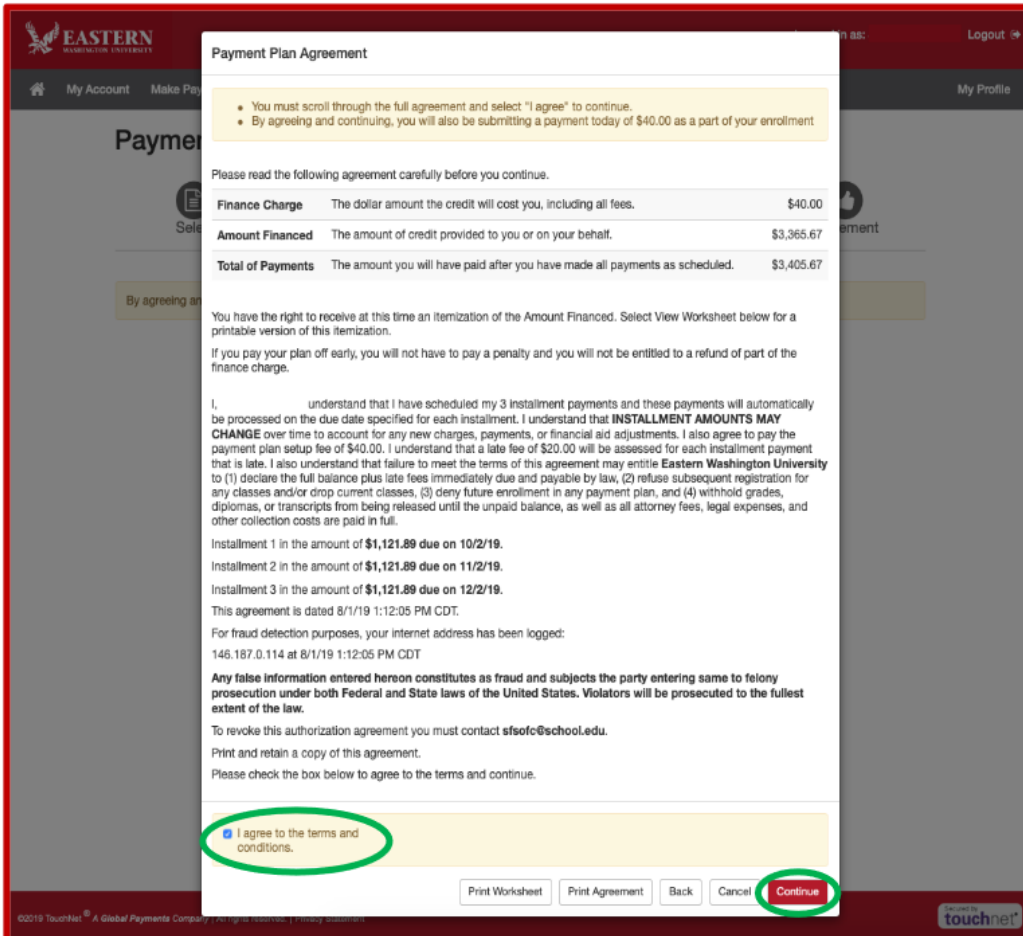
No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back
Cancel
Continue

8. Next you will select the payment method you want to use to pay the plan enrollment fee (and future installments if you selected to schedule payments). Make your selection and click "Continue".



9. Both options will require that you electronically sign an agreement to the terms of the payment plan before proceeding to make your enrollment fee payment. Click the box on the left side to agree to the terms and then click the red "Continue" button.



Payment Plan Agreement

- You must scroll through the full agreement and select "I agree" to continue.
- By agreeing and continuing, you will also be submitting a payment today of \$40.00 as a part of your enrollment.

Please read the following agreement carefully before you continue.

Finance Charge	The dollar amount the credit will cost you, including all fees.	\$40.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$3,365.67
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$3,405.67

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I understand that I have scheduled my 3 installment payments and these payments will automatically be processed on the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$40.00. I understand that a late fee of \$20.00 will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle Eastern Washington University to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$1,121.89 due on 10/2/19**.
Installment 2 in the amount of **\$1,121.89 due on 11/2/19**.
Installment 3 in the amount of **\$1,121.89 due on 12/2/19**.

This agreement is dated 8/1/19 1:12:05 PM CDT.

For fraud detection purposes, your internet address has been logged:
146.187.0.114 at 8/1/19 1:12:05 PM CDT


Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact sfsoc@school.edu.
Print and retain a copy of this agreement.
Please check the box below to agree to the terms and continue.

I agree to the terms and conditions.

Print Worksheet Print Agreement Back Cancel **Continue**

10. Then complete your selected payment method. ACH payments will be made within TouchNet, while credit card payments will open a new window for PayPath to complete the transaction.
11. After making your payment you'll see a receipt and confirmation that your enrollment in the payment plan was successful.



Logged in as: [redacted] | Logout (↗)

My Account Make Payment Payment Plans Deposits Help My Profile

Payment Receipt

- Your changes have been saved.
- Thank you, your payment was processed successfully.
- Your enrollment in Master Template - Real Time Plan was processed successfully.

Payment Confirmation

Payment date:	8/1/19
Payment Time:	11:26:40
Name of Payee:	Eastern Washington University 202 Sutton Hall Cheney, WA 99004
Name on Bank Account:	
Bank Account Type:	Checking
Account number:	xxxxx6789
Depository:	SPOKANE TEACHERS CREDIT UNION 1620 N. SIGNAL DRIVE LIBERTY LAKE, WA 990199517
Amount paid:	\$40.00
Student name:	.
Confirmation Number:	33

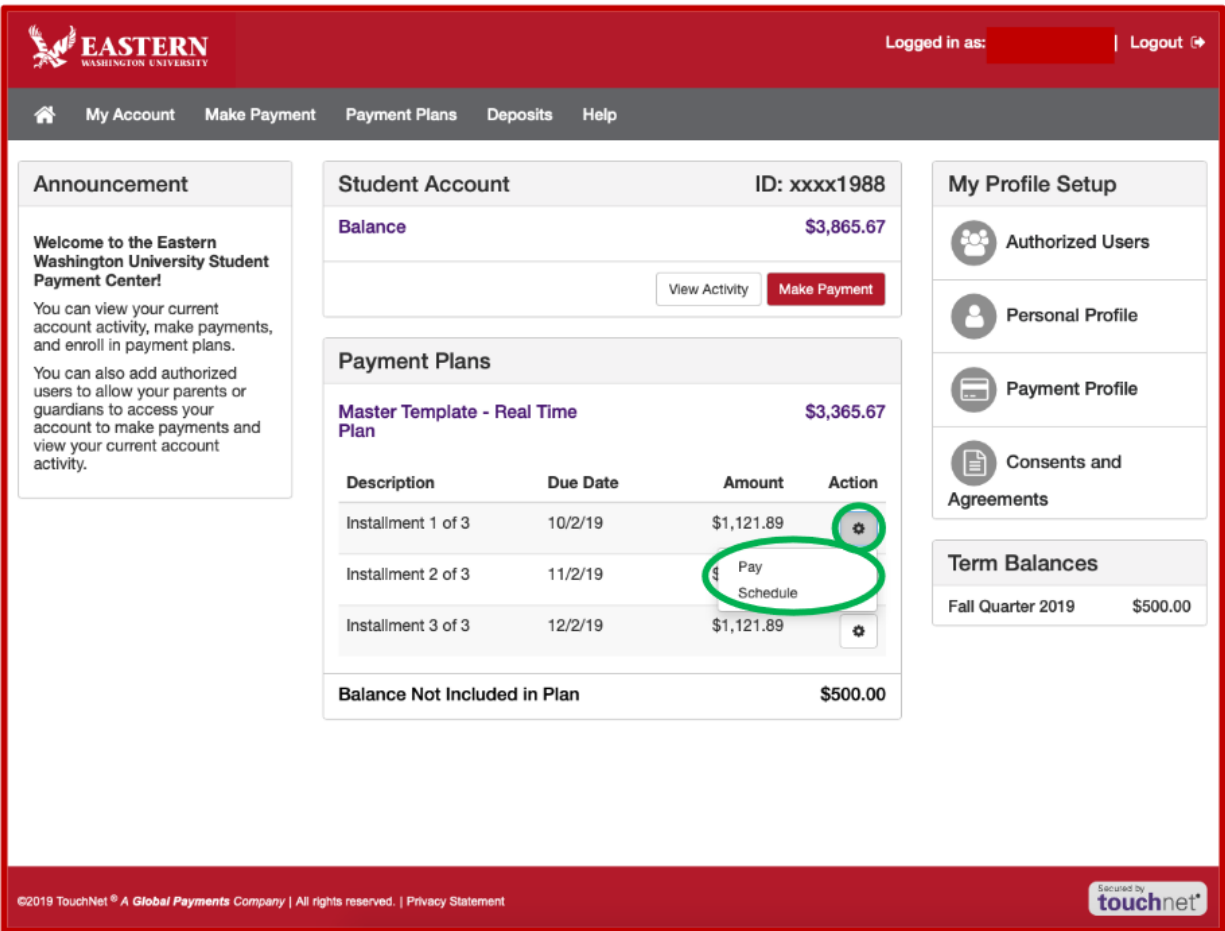
Please print this page for your records.

Print

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12. The next time you go to the homepage on your account you'll see your payment plan installments listed by due date. If you click the gear icon next to an installment, you'll have the option to pay the installment or schedule payment (if you chose not to schedule during enrollment).



Announcement

Welcome to the Eastern Washington University Student Payment Center!

You can view your current account activity, make payments, and enroll in payment plans.

You can also add authorized users to allow your parents or guardians to access your account to make payments and view your current account activity.



Student Account ID: xxxx1988

Balance \$3,865.67

[View Activity](#) [Make Payment](#)

Payment Plans

Master Template - Real Time Plan \$3,365.67

Description	Due Date	Amount	Action
Installment 1 of 3	10/2/19	\$1,121.89	
Installment 2 of 3	11/2/19	\$1,121.89	<div style="border: 1px solid green; border-radius: 50%; padding: 2px;"> Pay Schedule </div>
Installment 3 of 3	12/2/19	\$1,121.89	

Balance Not Included in Plan \$500.00

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Consents and Agreements

Term Balances

Fall Quarter 2019	\$500.00
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13. It is important to note that you must enroll in a payment plan for each term that you wish to utilize this option. For example, if you used a payment plan for Fall Quarter, you wouldn't automatically be enrolled in a plan for Winter Quarter and would need to follow the steps outlined in this document to enroll again.