Enroll in the Installment Payment Plan

<u>Overview</u>: This student guide demonstrates how to enroll in the Installment Payment Plan. Please email sa@csusb.edu with any questions about this process.

Go to MyCoyote (my.csusb.edu)

 Sign in and go to the Student Center.

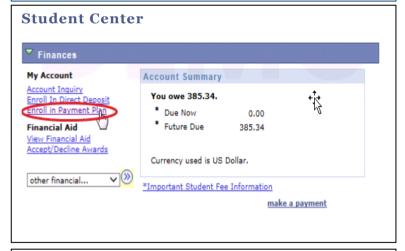
The Student Center Page Displays

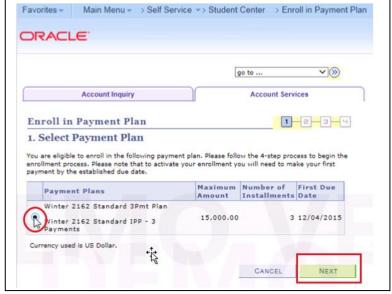
Click the "Enroll in Payment Plan" link under the Finances tab

The Enroll in Payment Plan, Select Payment Plan Page displays

Select the payment plan and click the Next button







Page | 1

The Enroll in Payment Plan Review Installments page displays

 Review the installment due dates and amounts. Select the Next button.

The Enroll in Payment Plan Agreement page displays

5. Review the installment schedule and **terms** of the payment plan.

- 6. Check the box indicating that you have read the agreement.
- 7. Click the Enroll button.



The Enroll in Payment Plan, Results Page displays

Congratulations! You have enrolled in the Installment Payment Plan!

 Click the View My Account button to see your account balance.

The Charges Due Page displays

 To pay your first installment, click the *Make a Payment* button.

