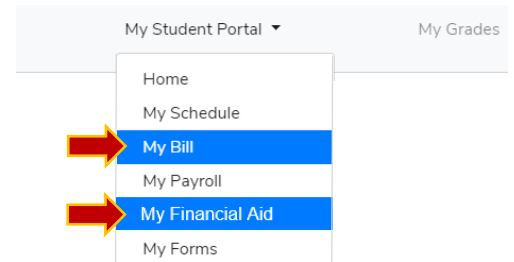


# How to Enroll in a Payment Plan

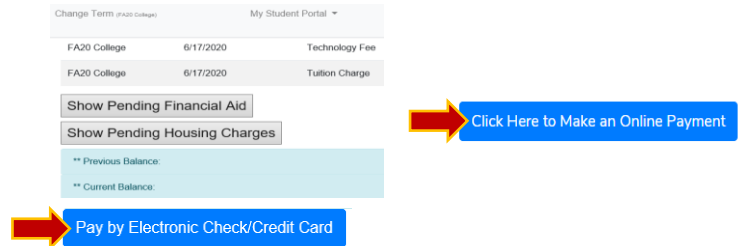
You have the option of enrolling in a payment plan. Enrolling in a payment plan allows you to make four payments throughout the semester versus one payment at the beginning of the semester. It costs \$35 per semester to enroll in a payment plan.

To enroll in a payment plan, follow these steps:

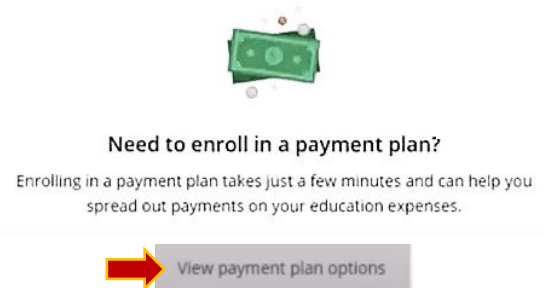
- 2) Log in to your student portal using your SMU username and password. Toward the top of the portal, click on **"My Student Portal > My Financial Aid"** and accept or decline any pending aid as any pending aid will show as a credit. Then click on **"My Student Portal > My Bill."**



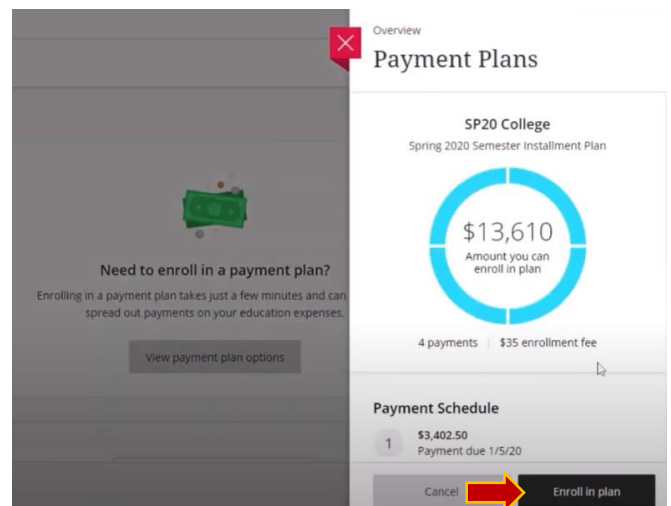
- 2) Scroll down and click on the blue button that reads **"Pay by Electronic Check/Credit Card"** > **"Click Here to Make an Online Payment."**



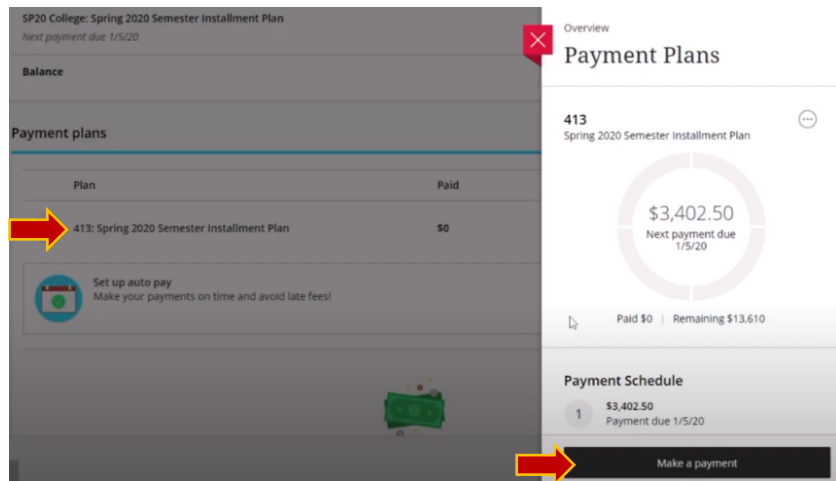
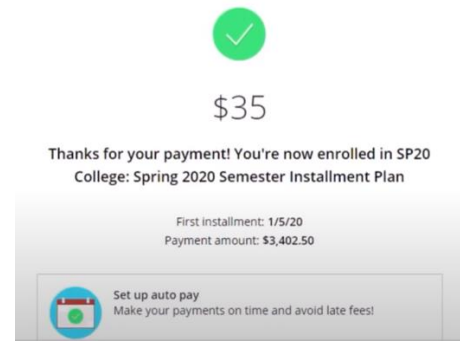
- 3) On the overview page of CASHNet, scroll down and click on the button that reads **"View payment plan options."**



- 4) You will be able to preview your plan. To enroll, click **"Enroll in plan."** You will then be prompted to view the agreement, select a payment method, agree to terms, and review your information for accuracy.



5) You will receive confirmation once you have enrolled. You have the option of setting up auto pay. If you do not choose to set up auto pay, you will need to log in to CASHNet before or on the installment due date to make a payment on the payment plan. Please click on **"Installment Plan"** when making a payment to ensure that payment is applied to the payment plan.



### Important Notes:

- Enrolling before Aug. 5<sup>th</sup> for fall or Jan. 5<sup>th</sup> for spring will result in your bill being divided into four installments due on the 5<sup>th</sup> of each month (Aug. 5<sup>th</sup>, Sept. 5<sup>th</sup>, Oct. 5<sup>th</sup>, and Nov. 5<sup>th</sup> for fall, and Jan. 5<sup>th</sup>, Feb. 5<sup>th</sup>, Mar. 5<sup>th</sup>, and Apr. 5<sup>th</sup> for spring). Enrolling after the first installment is due will result in fewer installments and larger installment amounts.
- Charges may be added to a tuition account after enrolling in a payment plan i.e. if a student makes changes to their schedule, receives fees, or registers late. Any increase must be approved by the student, and notifications will be sent via email to the student. If the change is not approved, the charge will not be added to the plan; instead, the charge will show up as a separate balance due.
- CASHNet charges late fees on late installment payments.

If you have any questions, visit Cardinal Central in lower Saint Mary's Hall, email [cardinalcentral@smumn.edu](mailto:cardinalcentral@smumn.edu), or call 507-457-6655.