Online Tuition Installment Payment Plan

ONLY AVAILABLE AFTER FEES HAVE POSTED TO YOUR STUDENT ACCOUNT

1. Log into your Portal account
2. Enter your Student Center

Locating “Enroll in Payment Plan”
3. Under The Finances section click the drop down arrow under other financial...
4. Click Enroll in Payment Plan
5. Click the double arrow

Payment Plan Steps
6. Click the radio button next to the contract.
   a. The maximum amount field is a defaulted system max; this does not mean that you have that amount due.
7. Click NEXT
8. Note the initial payment amount due by the Fee Payment Deadline.
   a. The Eligible Charges amount is the amount that will be divided into 3 installments
9. Click NEXT

10. Read the terms and conditions and click Yes, I have read the agreement. You can obtain a copy of the terms and conditions on our website at http://www.csuchico.edu/sfin/your-account/help-guides.shtml
11. Click ENROLL
12. You have completed the Payment Plan enrollment process. To view your total charges due, click VIEW MY ACCOUNT.

13. Click on the charges due tab to view your charges. The top of the screen provide a summary by date. The bottom of the screen provides the details of the charges.