

## How to Set Up a CUPay Payment Plan

1. Log in to your MyClarion Student Account.
2. Click **Manage My Account** in the Finances section.

The screenshot shows the 'Finances' section of a student account. On the left, there are links for 'My Account', 'Account Inquiry', 'Financial Aid', 'View Financial Aid', and 'Apply for Scholarships'. Below these is a dropdown menu with 'other financial...' and a right-pointing arrow. The main area is titled 'Account Summary' and contains the following information:

Account Total Balance	5,562.70
Payment Plan Budget	0.00
Pending Financial Aid	2,972.00 CR
Adjusted Acct Bal Due	2,590.70
Please pay this amount	
Enrollment Deposit Due	0.00

Below the table, there is a note: 'TMS Payment Plan Participants: If you have an Adjusted Acct Bal Due please increase your payment plan budget accordingly.' Another note says: 'Please use the link below to make online payments, add authorized users, and set up your CUPay payment plan.' At the bottom, it states 'Currency used is US Dollar.' A red circle highlights the 'Manage My Account' button with a right-pointing arrow.




3. It will take you to the Touchnet payment processing site. Click on **Enroll in Payment Plan**.

The screenshot shows the Touchnet payment processing site. At the top, it says 'COURAGEOUS. confident. CLARION.' and 'Logged in as: [username] Logout'. Below this is a navigation bar with 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', and 'Help'. The main content area is divided into three columns:

- Announcement:** Starting with Spring 2019, students may choose to use an interest-free payment plan managed by Clarion University – CUPay Payment Plan. The payment plan makes paying your student account more manageable as it allows you to divide costs not covered by financial aid into smaller monthly payments, due by the 10th of every month. Your payment plan will adjust for changes in financial aid or payments made directly to your student account automatically. You will be able to access the plan directly from your MyClarion Student Center and also setup authorized users to access your bills and make payments to your account. No paper statements will be generated.
- Student Account:** ID: xxy~7a03. Balance: \$5,562.70. Estimated Financial Aid: \$2,972.00. Balance Including Estimated Aid: \$2,590.70. At the bottom are buttons for 'View Activity', 'Enroll in Payment Plan' (circled in red), and 'Make Payment'.
- My Profile Setup:** Authorized Users, Personal Profile, Payment Profile, Security Settings.

4. Select the term for which you want to enroll.




## Payment Plan Enrollment

 **Select**       **Schedule**       **Agreement**

Select Term:  Select

5. Select which payment plan you would like. You can read the details about it, and then click **Select** to choose that option. Complete the agreement for the plan.

## Payment Plan Enrollment

 **Select**       **Schedule**       **Agreement**

Select Term:  Select

Plan Name	Setup Fee	Required Down Payment	Installments	Action
Spring 2019 - 4 month	\$60.00	\$0.00	4	<input type="button" value="Details"/> <input type="button" value="Select"/>
Spring 2019 - 3 month	\$60.00	\$0.00	3	<input type="button" value="Details"/> <input type="button" value="Select"/>
Spring 2019 - Employer Plan	\$60.00	30%	1	<input type="button" value="Details"/> <input type="button" value="Select"/>

6. Once you select the plan, you will see all of the details of that plan.

Spring 2019 - 4 month

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	3,858.00	
Direct Sub. St Ln 1		1,732.00
Direct Unsub. St Ln		990.00
Misc High Sch Sch 1		250.00
		<b>Balance: 886.00</b>
Optional down payment		<input type="text" value="0.00"/>

Payment Schedule		
The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. You owe an additional \$1,704.70 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	60.00
Installment 1	2/10/19	221.50
Installment 2	3/10/19	221.50
Installment 3	4/10/19	221.50
Installment 4	5/10/19	221.50
		<b>Total of installments: 886.00</b>
		<b>Total fees: 60.00</b>

Continue through to set up the plan. All plans are set up with automatic payment. You must enter a card number or banking information. Please note that credit cards are assessed a 2.85% service fee.