East Stroudsburg University

Warrior Payment Plan Instructions

Step 1: Enroll through the myESU Portal. Enter your Username and Password.

Welcome to myESU Portal

This secure site provides students, faculty, staff and other university affiliates with single sign-on access to multiple sources of campus information and services.

- myESU is your personal guide to the ESU educational experience!
- It's your one-stop source for access to University online services and resources.
- With specific pages customized for students, faculty, and staff, and one-click access to important services, you'll find what you need quickly and easily.
- You are going to love this new experience!

NB: At this time the Google Chrome browser is not supported. Please access the MyESU portal using Microsoft's Internet Explorer or Mozilla Firefox.
Step 2: Select the Students Tab

Step 3: Select Set up a Payment Plan. This will take you to the TouchNet website.
Step 4: Click on Enroll Now

Step 5: Click on the down arrow next to “Select Term” to view available plans.
Step 5: You are taken to the following screen where you can view the details of the plan. Click the green Continue button if you want to proceed with this payment plan or the green Cancel button if you do not want to proceed.

Select Payment Plan

Schedule Payment Plan

Payment Plan Agreement

View available plans for term:

Select

If plans are available for multiple accounts, you must select both account and term.

Payment Plan Details

Term(s):

Previous balance term(s):

Enrollment deadline:

Scheduled Payments:

Setup fee:

Minimum down payment:

Number of payments:

Payment frequency:

Continue  Cancel
Step 7: Your payment plan is based on actual charges and credits (which include payments, financial aid disbursed, and anticipated financial aid). This screen shows you what will be included in your payment plan. Click on the green button Display Schedule to see what your scheduled payments will be under the plan.

<table>
<thead>
<tr>
<th>Description</th>
<th>Charges($)</th>
<th>Credits($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>6,176.00</td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td>787.50</td>
<td></td>
</tr>
<tr>
<td>Loans</td>
<td>6,104.00</td>
<td>6,164.00</td>
</tr>
<tr>
<td>Balance</td>
<td>779.50</td>
<td></td>
</tr>
</tbody>
</table>

Down payment: 155.90
Step 8: You can view the details of your payment plan from this screen. You can also view the charges and credits used to calculate your monthly installments. The semester plan has a one-time Setup Fee of $35 plus a 20% down payment due immediately when setting up your payment plan. The payment plan requires 4 additional payments. This screen shows you your payment schedule with due dates and amounts. NOTE: Because your payment plan is based on actual charges and credits, your monthly installments will adjust every time there are changes to these. You will receive an email notification when your installments change for any reason (add a class, drop a class, make a payment).

<table>
<thead>
<tr>
<th>Eligible Charges and Credits</th>
<th>Charges($)</th>
<th>Credits($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>6,176.00</td>
<td></td>
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<tr>
<td>Fees</td>
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<td></td>
</tr>
<tr>
<td>Loans</td>
<td></td>
<td>6,184.00</td>
</tr>
<tr>
<td>Balance</td>
<td>779.50</td>
<td></td>
</tr>
</tbody>
</table>

Down payment: 155.90

<table>
<thead>
<tr>
<th>Recalculate Schedule</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Payment Schedule</th>
<th>Due Date</th>
<th>Amount($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup fee</td>
<td>Due now</td>
<td>35.00</td>
</tr>
<tr>
<td>Down payment</td>
<td>Due now</td>
<td>155.90</td>
</tr>
<tr>
<td>Installment 1</td>
<td>8/21/15</td>
<td>155.90</td>
</tr>
<tr>
<td>Installment 2</td>
<td>9/21/15</td>
<td>155.90</td>
</tr>
<tr>
<td>Installment 3</td>
<td>10/21/15</td>
<td>155.90</td>
</tr>
<tr>
<td>Installment 4</td>
<td>11/21/15</td>
<td>155.90</td>
</tr>
</tbody>
</table>

Total of installments: 623.60
Step 9: At the bottom of the same screen, you can choose to setup automatic payments. If you select Yes for this option, you must select the payment method to be used to automatically make a payment on each due date. If you select No for this option, you must come back and sign in each month to make your payments on or before the due date. Once you make your selection, click the Continue button.

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.

Total due now: 190.90

Step 10: Click on the down arrow to view the payment methods available (credit card, electronic check from a personal checking account, or personal savings account). After you choose your payment method, click on the green Select button.

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler’s checks, etc.
Step 11: You can now view your Payment Plan Agreement. You must click the box next to “I Agree” to indicate you agree to the terms and conditions of the agreement. You can print the agreement for your records by clicking on the green button Print Agreement or you can click on the green button View Worksheet which provides you with an itemization of the amount to be financed with the plan. Finally, click on the green button Continue to go to the next screen and pay your $35 Enrollment Fee and 20% down payment.
Step 12: You are now taken to PayPath to pay your Warrior Payment Plan Enrollment Fee and your 20% down payment. The first screen will show your Student ID number and the Term for the Payment Plan. Click the green Continue button to go to the next screen.

Step 13: The next screen will show the amount you need to pay when setting up your plan which includes your $35.00 Enrollment Fee plus your 20% down payment. In the example below, the Payment Amount of $743.51 = Enrollment Fee of $35.00 + 20% Down Payment of $708.51. IMPORTANT NOTE: In addition to this amount, you will be required to pay a non-refundable PayPath Service fee of 2.75% (with a minimum charge of $3.00) if using a credit card when paying. Click the green Continue button to go to the next screen.
Step 14: If you are paying by credit card, enter your payment card information on this screen. Click the purple Continue button to go to the next screen.
Step 15: Your payment details are displayed on this screen. Review these details and if everything is correct and if you agree to the terms and conditions outlined in the agreement, click the box I agree to the terms and conditions and then click the purple button Submit Payment. If you need to make changes, click the purple box Change Information.

- Name on card: Joe Smith
- Card account number: 5121212121212124
- Card expiration date: 06 16
- Card security code: 222
- Billing address: (details not visible)
- City: (details not visible)
- State: Pennsylvania (PA)
- Zip code: 18301
- Email address: (details not visible)
- Confirm email address: (details not visible)
- Phone number: (details not visible)
Step 16: The last screen will display your receipt which you can print for your records.

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Thank you for using PayPath Payment Service!

A payment was processed and posted successfully to your East Stroudsburg University account. Please print this page as your receipt and close this payment session. A confirmation email was sent to priegele@esu.edu

Your credit card statement will reflect two transactions with the following information:

"East Stroudsburg University" $743.51
"PayPath Conv Fee" $20.45

Receipt Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment to East Stroudsburg University</td>
<td>$743.51</td>
</tr>
<tr>
<td>PayPath Payment Service Fee</td>
<td>$20.45</td>
</tr>
<tr>
<td>Total payment amount</td>
<td>$763.96</td>
</tr>
</tbody>
</table>

School name: East Stroudsburg University
Student ID: xxxxxx9560
Payer name: Joe Smith
Billing address: 200p
Billing city: koko
Billing state: PA
Billing postal code: 18301
Email address: [Redacted]
Phone number: Not supplied
Card: MasterCard
Card number: [Redacted]
Date and time: 03/17/2015 12:05 PM
Browser internet address: [Redacted]
Reference number: [Redacted]
East Stroudsburg University receipt ID: 115010

East Stroudsburg University Contact Information

If you have any questions concerning this transaction, please contact East Stroudsburg University at:
If you want to pay by electronic check

Step 17: Click on the down arrow to view the payment methods available (credit card, electronic check from a personal checking account, or personal savings account). Select New Electronic Check if you want to pay using a bank account. After you choose your payment method, click on the green Select button. Enter banking information.
Step 18: You can now view your Payment Plan Agreement. You must click the box next to “I Agree” to indicate you agree to the terms and conditions of the agreement. You can print the agreement for your records by clicking on the green button Print Agreement or you can click on the green button View Worksheet which provides you with an itemization of the amount to be financed with the plan. Finally, click on the green button Continue to go to the next screen. Click the green continue button to pay your $35 Enrollment Fee and 20% down payment.
Step 19: Your payment details are displayed on this screen. Review these details and if everything is correct and if you agree to the terms and conditions outlined in the agreement, click the box I agree to the terms and conditions and then click Continue.
Step 20: After your payment is processed, this screen will appear. You can print for your records.