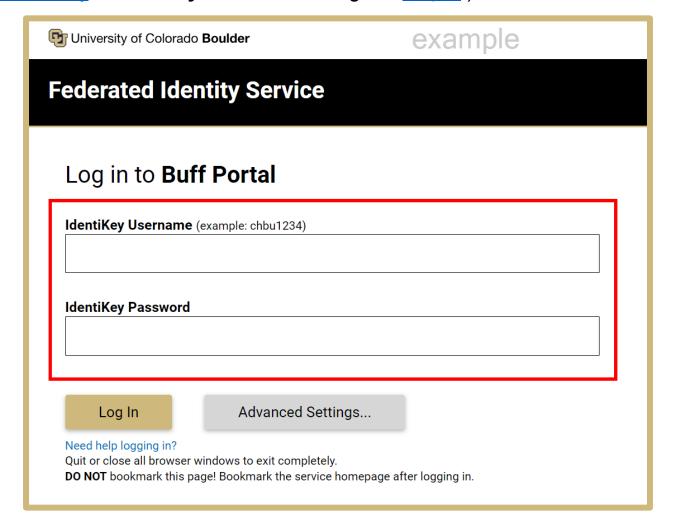
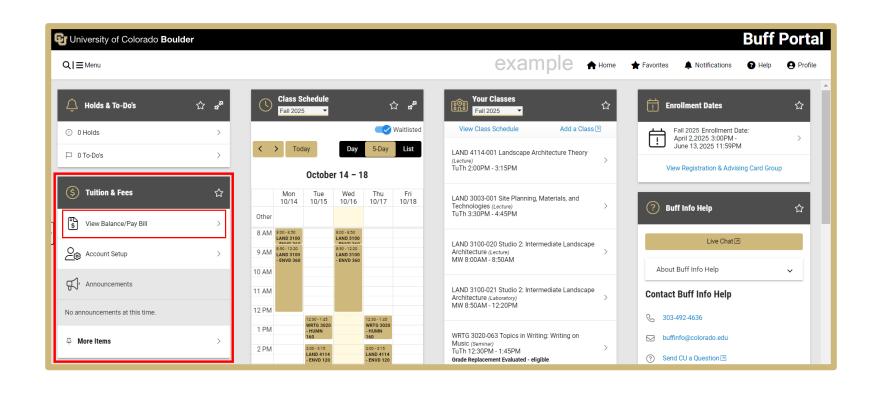
How to enroll in a payment plan for the tuition and fee bill

For complete information about monthly payment plans, see Payment Plans.

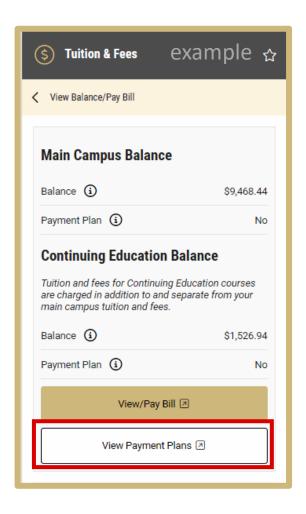
Step 1: Students log in to <u>Buff Portal</u> (buffportal.colorado.edu.) (Authorized payers log in to <u>CUBill&Pay</u>, select **Payment Plan** and go to <u>step 4</u>.)



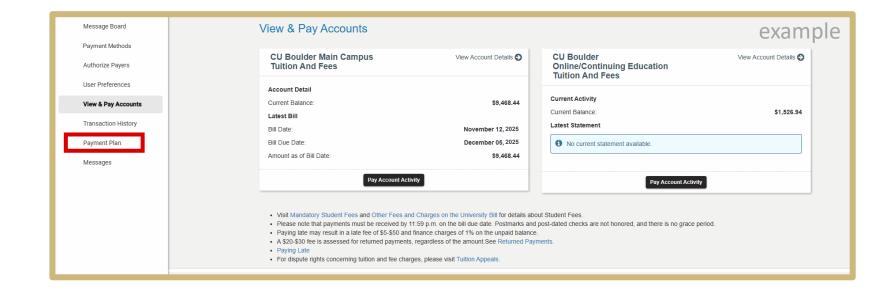
Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click **View Balance/Pay Bill**.



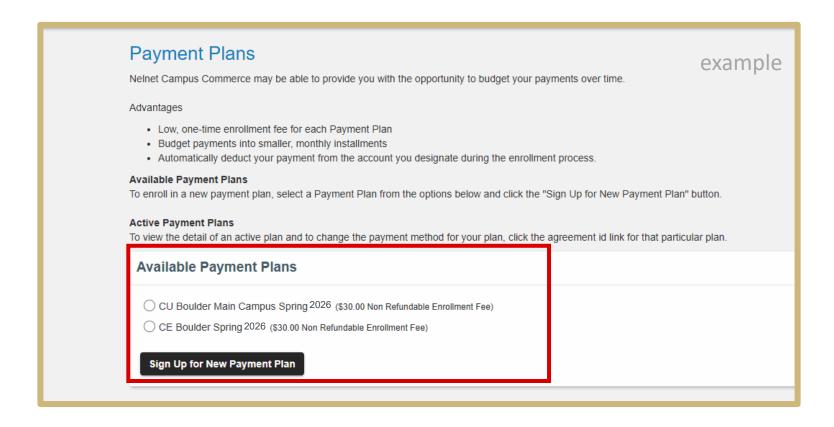
Step 3: Click View Payment Plans.



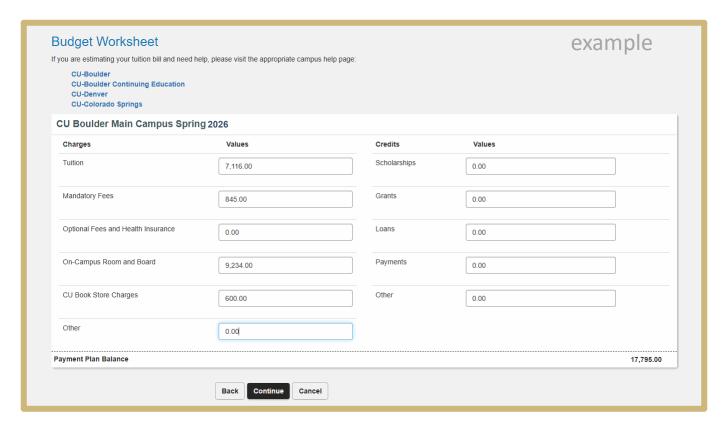
Step 4: Click Payment Plan.



Step 5: Choose a plan and click **Sign Up for New Payment Plan**. If you are enrolled in Continuing Education classes, sign up for the CE payment plan separately (or pay that bill in full, if you wish.) If a plan is blocked, it means that you are not enrolled in classes; or you owe less than \$250 on your tuition bill. If no plans are available, then the enrollment period for payment plans has closed.



Step 6: Amounts on the Budget Worksheet may be filled in with actual amounts from your tuition bill. If not, you can enter an estimate for planning purposes and the payment plan will be adjusted later when your actual bill is calculated. See <u>Tuition</u> and <u>Fee Rate Sheets</u> for help entering amounts. Click **Continue**.

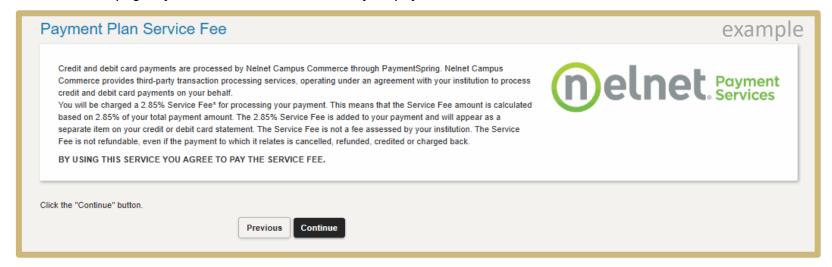


Step 7: You may see more than one option here, depending on how early you sign up. Pick the option that works for you. Then choose a security question and fill in the answer. Then choose a payment method and click **Continue**.

ELECT	TOTAL BALANCE	ENROLLME	NT FEE (DUE TODAY)	NUMBER OF INSTALLMENT	S FIRST INSTALLMENT MONTH	PAYMENT DATE	INSTALLMENT AMOUNT
0	\$9,468.44		\$30.00 🔞	4	January	5th	\$2,367.1
0	\$9,468.44		\$30.00 🚱	3	February	5th	\$3,156.15
 You 	will be sent a reminder of	email message	before your installment is	u authorized while enrolling in this s automatically deducted. in a weekend, the payment will be	payment plan. scheduled for processing the next busing	ness day.	
Security	,						
(The Secur Why is this	Security Securitrity Answer can only consisting consist	llected? Sinc			mmerce, when you call to inquire about	your Payment Plan yo	ou may be required to
(The Secur Why is this provide the	Security Securitrity Answer can only consisting consist	ty Answer*: tain letters, nun llected? Sinc	nbers, spaces and commet his payment plan is ad	non punctuation/symbols.)	mmerce, when you call to inquire about	your Payment Plan yo	ou may be required to
(The Secur Why is this provide the Paymen	Security Security Answer can only con information being co answer you enter here	by Answer*: tain letters, nun illected? Sino to verify you an	hbers, spaces and comme this payment plan is as the plan's responsible to the plan's responsible	non punctuation/symbols.) Imministered by Nelnet Campus Co party.	mmerce, when you call to inquire about		

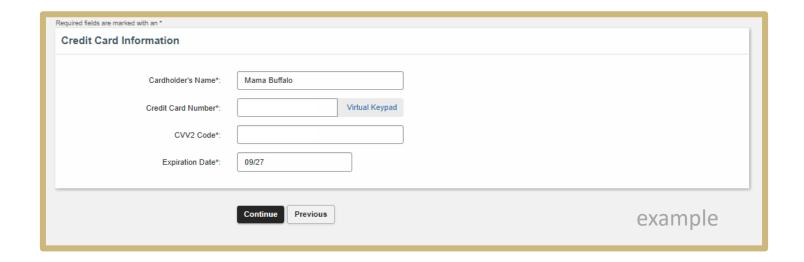
Step 8: If you pay with a credit or debit card, you will be charged a nonrefundable 2.85 percent service fee for each transaction and you will see the disclosure below. We encourage you to pay from a checking or savings account (eCheck) in order to save money and avoid paying the service fee charged by Nelnet. Paying with eCheck is secure, fast and free. You can click **Previous** to change the payment method or click **Continue**.

You will see this page if you chose credit/debit card as your payment method



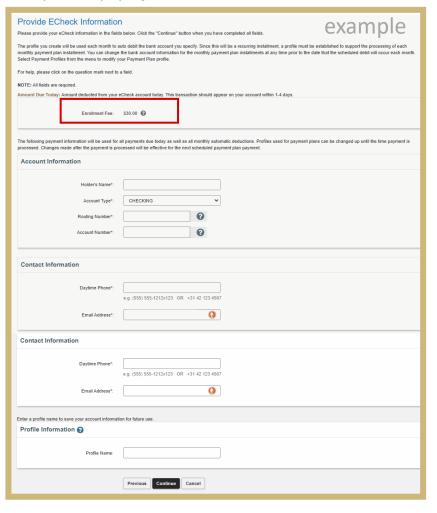


Step 9: If you pay with a credit or debit card, enter your credit card information and hit **Continue.**



Step 10: Please note the amount you will be charged today (\$30) for the enrollment fee. Enter the payment information for method you chose and click **Continue**.

If you are paying with eCheck:

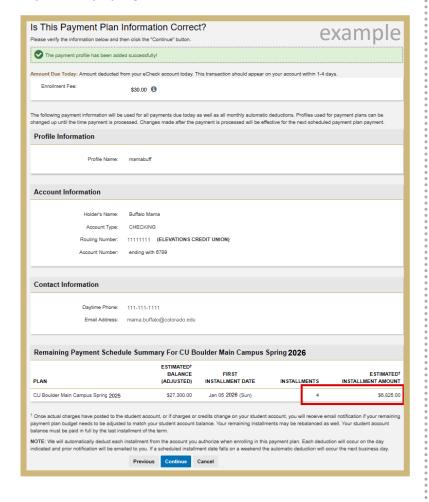


If you are paying with a credit/debit card:

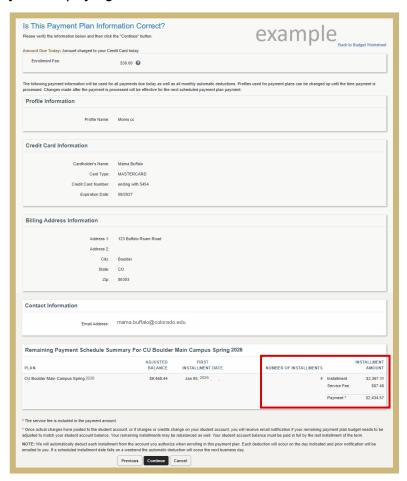
Provide Credit Card Information								
Please provide your Credit Card information in the fields below. Click the "Continue" button when you have completed all fields.								
The profile you create will be used each morth to ado debit the credit card you specify. Since this will be a recurring installment, a profile must be established to support the processing of each morthly payment plan installment. You can change the credit card information for the monthly payment plan installment at any time prior to the date that the scheduled debit will occur each morth. Select Payment Profiles to not be mented in morthly our Payment Prain and the profile.								
For help, please click on the question mark next to a field.								
NOTE: All fields are required.								
Amount Due Today: Amount charged to your Credit Card today								
Enrollment Fee: \$30.00 @								
Enfollment Fee: 530.00 🔮								
The following payment information will be used for all payments due today as well as all monthly sutomatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment. Profiles that are used for payment plans can be changed up until 4:30 PM on the day the payment plan payment. Profiles that are used for payment plans can be changed up until 4:30 PM on the day the payment plan payment.								
Credit Card Information								
Cardholder's Name: Mama Buffalo								
Card Type: MASTERCARD Credit Card Number: 5111111111111111111111111111111111111								
Expiration Date: 09/2027								
Billing Address Information								
Address 1*: 123 Buffalo Roam Road								
(optional) Address 2:								
City*: Boulder								
City . Doublet								
For U.S. Address								
State*: COLORADO ▼								
Zip*: 80303								
Contact Information								
Evening Phone*:								
e.g. (555) 555-1212x123 OR +31 42 123 4567								
Fruit Marris								
Email Address*: mamabuff@email.com								
Enter a profile name to save your account information for future use.								
Profile Information @								
Profile Name: Mom's cd								
Previous Continue Cancel								

Step 11: Confirm that the information is correct, note the estimated installment amount and click **Continue**.

If you are paying with eCheck:

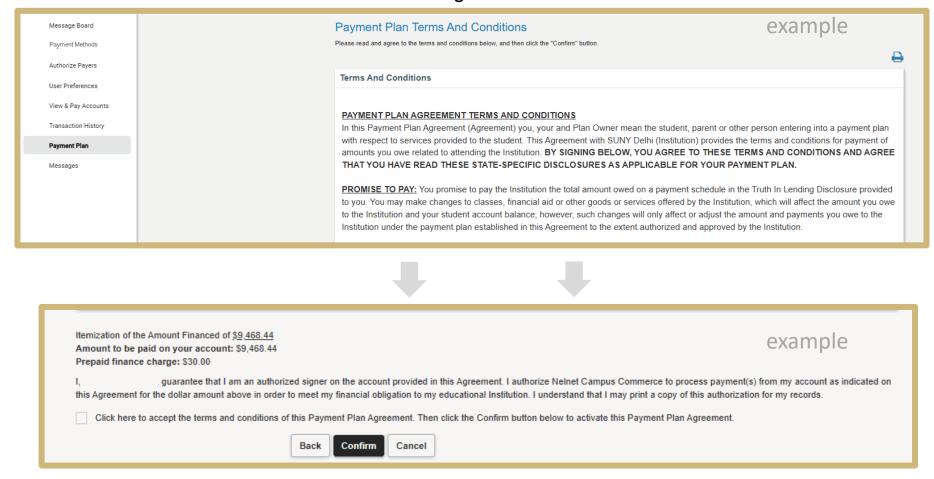


If you are paying with a credit/debit card:





Step 12: Read the Payment Plan Terms and Conditions. We recommend printing the Terms and Conditions so you can refer to them later. Check the box to accept the terms and click **Confirm** to activate the agreement.



Your payment plan is now active. This receipt shows the paid Enrollment Fee and your estimated installment amount. You will receive an Agreement Notification by email. The installment amount will be automatically deducted from your account or debited to your credit or debit card

To participate next semester, you must re-enroll.

If you have questions, please call Nelnet Payment Plan Customer Support at 1-888-470-6014.

