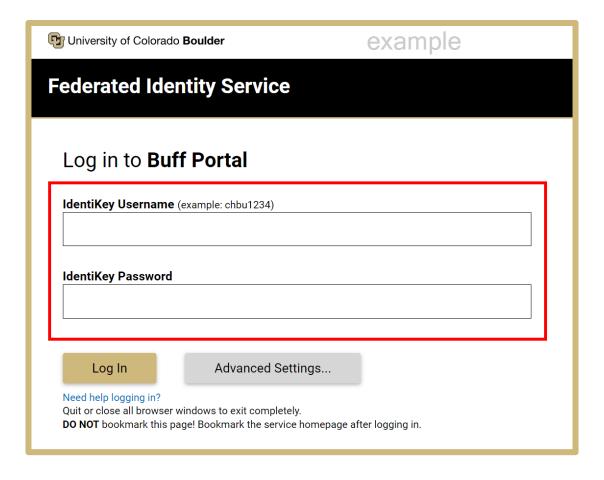
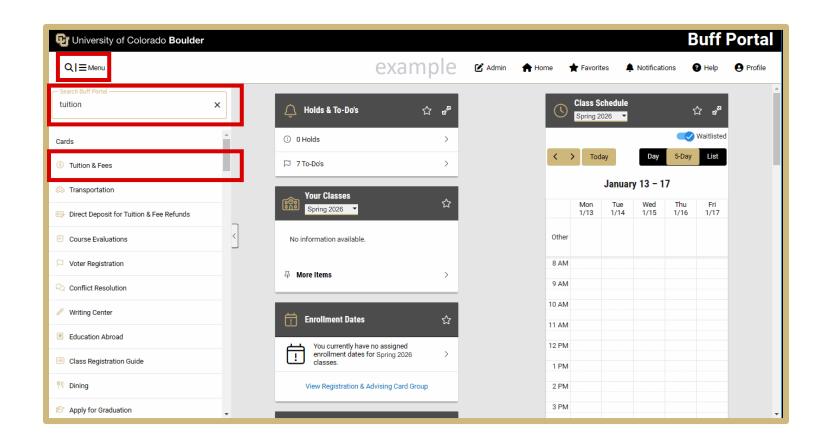
How to rebalance a payment plan

- If the tuition bill changes, the payment plan needs to be updated to reflect those changes. This is called rebalancing the payment plan.
- The act of rebalancing the payment plan uses the actual student account balance to adjust your monthly installments either up or down into equal payments for the remainder of the payment plan period.
- Only the payment plan owner can rebalance the payment plan.

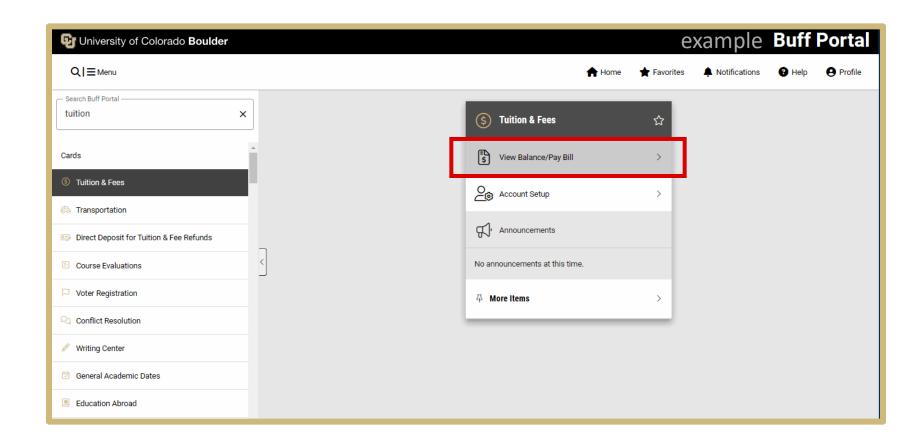
Step 1: Students log in to <u>Buff Portal</u> (buffportal.colorado.edu.) (Authorized payers log in to <u>CUBill&Pay</u>, select View & Pay Accounts and go to <u>step 5</u> below.)



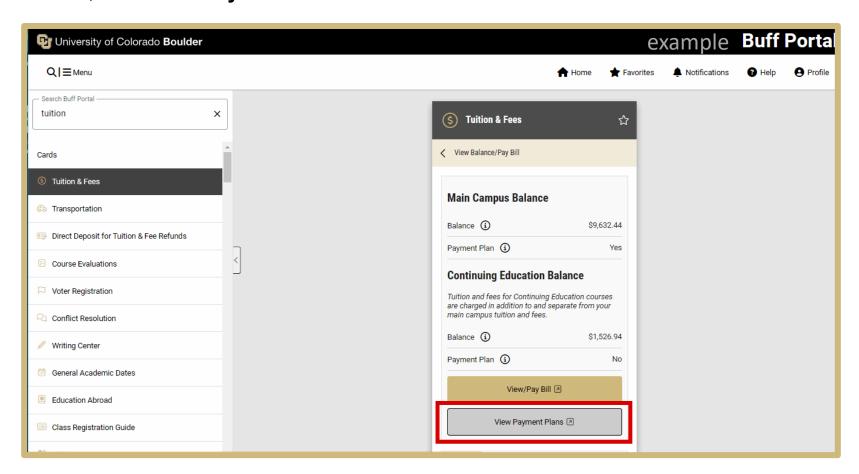
Step 2: If you don't see the Tuition & Fees card right away on the main view, go to the search field on the left and type "tuition," then click **Tuition & Fees**.



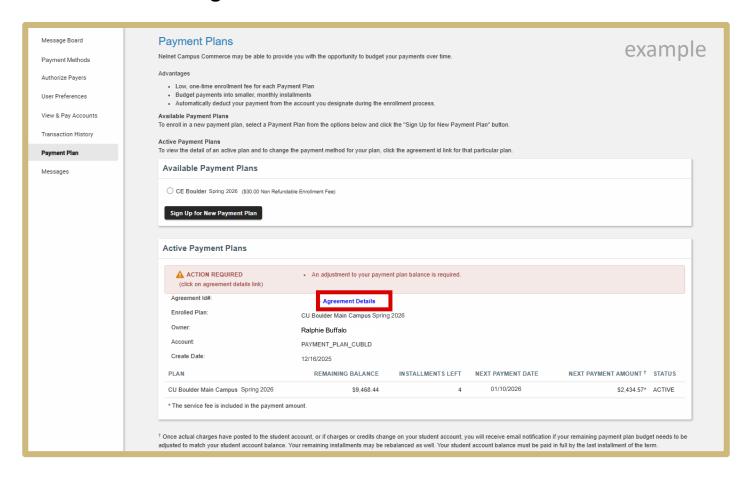
Step 3: Click View Balance/Pay Bill.



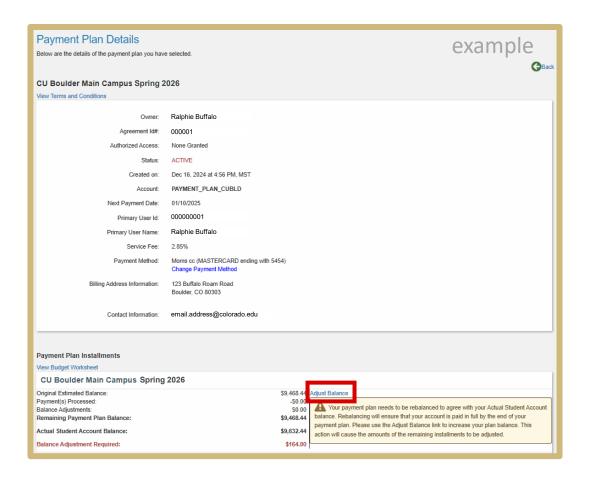
Step 4: On the View Balance/Pay Bill view, you can see your current balance. To see the bill, click **View Payment Plans**.



Step 5: On Payment Plans, you will see a red box under the payment plan that needs to be rebalanced. Click **Agreement Details**.

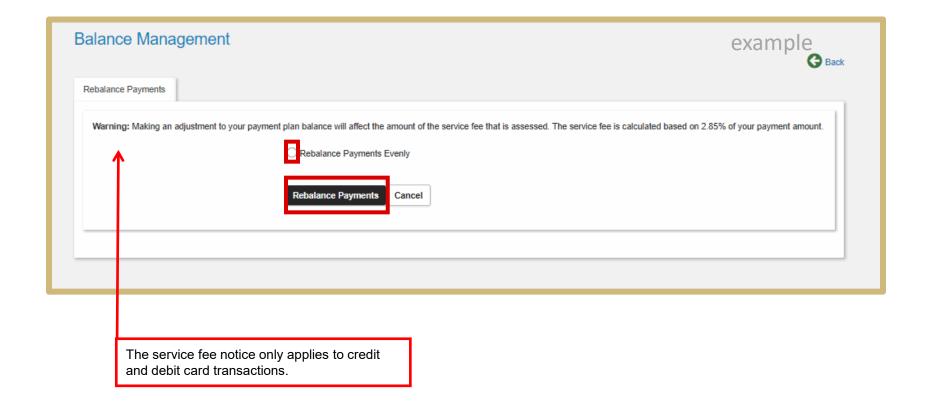


Step 6: Click Adjust Balance.





Step 7: Click next to Rebalance Payments Evenly and then click **Rebalance Payments**.





Step 8: Review new details of the payment plan and note the new installment amounts.

