

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 [Buff Portal](http://buffportal.colorado.edu) (buffportal.colorado.edu.) (Authorized payers log in to [CUBill&Pay](#), select View & Pay Accounts and go to [step 3](#).)

University of Colorado Boulder example

Federated Identity Service

Log in to Buff Portal

IdentiKey Username (example: chbu1234)

IdentiKey Password

[Log In](#) [Advanced Settings...](#)

[Need help logging in?](#)
Quit or close all browser windows to exit completely.
DO NOT bookmark this page! Bookmark the service homepage after logging in.

Step 2: Locate the Your Current Finances card. It will be on the main Buff Portal page. Click **View Payment Plans**.

The screenshot shows the Buff Portal interface. At the top, there is a navigation bar with 'Home', 'Favorites', 'Notifications', 'Help', and 'Profile'. The main content area is divided into two columns. The left column features an 'Enrollment Dates' card with a 'Notice: Fall 2026 Registration Dates' and a 'Learn More' button. The right column features a 'Your Current Finances' card. This card has a 'Tuition & Fees' section with a 'Show Balance' toggle, displaying 'Main Campus Balance' and 'Continuing Education Balance'. Below this is an 'Info' section stating that tuition and fees for Continuing Education courses are charged in addition to and separate from main campus tuition and fees. A 'View/Pay Bill' button is present. The 'View Payment Plans' button is highlighted with a red rectangle. Below the 'Tuition & Fees' section is a 'Financial Aid Status' section with a 'Show Info' toggle, displaying 'Financial Aid To-Do's' (SAP Status) and 'Enrollment Status' (1/2 Time - 8). A 'View (3) To-Do's' button is also visible.

Step 3: On Payment Plans, you will see a red box under the payment plan that needs to be rebalanced. Click **Agreement Details**.

The screenshot shows a web interface for 'Payment Plans'. On the left is a navigation menu with items like 'Message Board', 'Payment Methods', 'Authorize Payers', 'User Preferences', 'View & Pay Accounts', 'Transaction History', 'Payment Plan' (highlighted), and 'Messages'. The main content area is titled 'Payment Plans' and includes an 'example' watermark. It contains sections for 'Advantages', 'Available Payment Plans' (with a 'Sign Up for New Payment Plan' button), and 'Active Payment Plans'. A red banner with a warning icon and the text 'ACTION REQUIRED' is present, stating 'An adjustment to your payment plan balance is required.' Below this, the 'Agreement Id#' is displayed with a red-bordered link labeled 'Agreement Details'. Further down, details for the enrolled plan are shown: CU Boulder Main Campus Spring 2026, owned by Ralphie Buffalo, with account PAYMENT_PLAN_CUBLD and create date 12/18/2025. A table lists the active payment plan with columns for PLAN, REMAINING BALANCE, INSTALLMENTS LEFT, NEXT PAYMENT DATE, NEXT PAYMENT AMOUNT, and STATUS. The table shows a remaining balance of \$9,468.44, 4 installments left, a next payment date of 01/10/2026, and a next payment amount of \$2,434.57* in an ACTIVE status. A footnote explains that the service fee is included in the payment amount.

Message Board
Payment Methods
Authorize Payers
User Preferences
View & Pay Accounts
Transaction History
Payment Plan
Messages

Payment Plans

Nelnet Campus Commerce may be able to provide you with the opportunity to budget your payments over time.

Advantages

- Low, one-time enrollment fee for each Payment Plan
- Budget payments into smaller, monthly installments
- Automatically deduct your payment from the account you designate during the enrollment process.

Available Payment Plans
To enroll in a new payment plan, select a Payment Plan from the options below and click the "Sign Up for New Payment Plan" button.

Active Payment Plans
To view the detail of an active plan and to change the payment method for your plan, click the agreement id link for that particular plan.

Available Payment Plans

CE Boulder Spring 2026 (\$30.00 Non Refundable Enrollment Fee)

Sign Up for New Payment Plan

Active Payment Plans

ACTION REQUIRED
(click on agreement details link)

- An adjustment to your payment plan balance is required.

Agreement Id#: [Agreement Details](#)

Enrolled Plan: CU Boulder Main Campus Spring 2026

Owner: Ralphie Buffalo

Account: PAYMENT_PLAN_CUBLD

Create Date: 12/18/2025

PLAN	REMAINING BALANCE	INSTALLMENTS LEFT	NEXT PAYMENT DATE	NEXT PAYMENT AMOUNT †	STATUS
CU Boulder Main Campus Spring 2026	\$9,468.44	4	01/10/2026	\$2,434.57*	ACTIVE

* The service fee is included in the payment amount.

† Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.

Step 4: Click **Adjust Balance**.

Payment Plan Details

example [← Back](#)

Below are the details of the payment plan you have selected.

CU Boulder Main Campus Spring 2026


[View Terms and Conditions](#)

Owner:	Ralphie Buffalo
Agreement Id#:	000001
Authorized Access:	None Granted
Status:	ACTIVE
Created on:	Dec 16, 2024 at 4:56 PM, MST
Account:	PAYMENT_PLAN_CUBLD
Next Payment Date:	01/10/2025
Primary User Id:	000000001
Primary User Name:	Ralphie Buffalo
Service Fee:	2.85%
Payment Method:	Moms cc (MASTERCARD ending with 5454) Change Payment Method
Billing Address Information:	123 Buffalo Roam Road Boulder, CO 80303
Contact Information:	email.address@colorado.edu

Payment Plan Installments

[View Budget Worksheet](#)

CU Boulder Main Campus Spring 2026

Original Estimated Balance:	\$9,468.44	Adjust Balance
Payment(s) Processed:	-\$0.00	
Balance Adjustments:	\$0.00	 Your payment plan needs to be rebalanced to agree with your Actual Student Account balance. Rebalancing will ensure that your account is paid in full by the end of your payment plan. Please use the Adjust Balance link to increase your plan balance. This action will cause the amounts of the remaining installments to be adjusted.
Remaining Payment Plan Balance:	\$9,468.44	
Actual Student Account Balance:	\$9,632.44	
Balance Adjustment Required:	\$164.00	

Step 5: Click next to Rebalance Payments Evenly and then click **Rebalance Payments**.

Balance Management example [← Back](#)

Rebalance Payments

Warning: Making an adjustment to your payment plan balance will affect the amount of the service fee that is assessed. The service fee is calculated based on 2.85% of your payment amount.

Rebalance Payments Evenly

Rebalance Payments Cancel

The service fee notice only applies to credit and debit card transactions.

Step 6: Review new details of the payment plan and note the new installment amounts.

Payment Plan Details

Below are the details of the payment plan you have selected.

✔
The payment plan has been updated successfully!

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example

CU Boulder Main Campus Spring 2026

[View Terms and Conditions](#)

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[View Budget Worksheet](#)

CU Boulder Main Campus Spring 2026

Original Estimated Balance:	\$9,468.44
Payment(s) Processed:	-\$0.00
Balance Adjustments:	\$164.00
Remaining Payment Plan Balance:	\$9,632.44

Date	Payment Amount	Service Fee Amount	Status 🔗	Confirmation #	Original Payment
Jan 10, 2026	\$2,367.11	\$67.46	🗓️ RESCHEDULED	000000002	000000001
Feb 05, 2026	\$2,421.78	\$69.02	🕒 SCHEDULED	000000003	
Mar 05, 2026	\$2,421.78	\$69.02	🕒 SCHEDULED	000000004	
Apr 07, 2026	\$2,421.77	\$69.02	🕒 SCHEDULED	000000005	