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 **Buff Portal** (buffportal.colorado.edu.) (Authorized payers log in to **CUBill&Pay**, select **Payment Plan** and go to **step 4**.)
Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click **Balance Summary**.
Step 3: Click **View Payment Plans**.
Step 4: 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 like the example below, it means that 1) you are not enrolled in classes on that campus for the current term or 2) you are studying abroad. If no plans are available, then the enrollment period for payment plans has closed.
Step 5: Amounts on this page 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 [Estimating the Semester Bill](#) for help entering amounts. Click **Continue**.

![Budget Worksheet](example)

### CU Boulder Main Campus Spring 2020

<table>
<thead>
<tr>
<th>Charges</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>7000.00</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>900.00</td>
</tr>
<tr>
<td>Optional Fees and Health Insurance</td>
<td>1900.00</td>
</tr>
<tr>
<td>On-Campus Room and Board</td>
<td>7400.00</td>
</tr>
<tr>
<td>CU Book Store Charges</td>
<td>500.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credits</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarships</td>
<td>500.00</td>
</tr>
<tr>
<td>Grants</td>
<td>0.00</td>
</tr>
<tr>
<td>Loans</td>
<td>0.00</td>
</tr>
<tr>
<td>Payments</td>
<td>0.00</td>
</tr>
<tr>
<td>Other</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Payment Plan Balance**: 17300.00

[Back] [Continue] [Cancel]
Step 6: 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**.
Step 7: If you pay with a credit or debit card, you will be charged a nonrefundable 2.75 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

![Payment Plan Service Fee](example)
Step 8: Please note the amount you will be charged today ($25) for the enrollment fee. Enter the payment information for method you chose and click **Continue**.

**If you are paying with eCheck:**

- **Provide ECheck Information**
- **Account Information**
  - **Holder’s Name:** Buffalo Moons
  - **Account Type:** CHECKING
  - **Routing Number:** 0000000
  - **Account Number:** 00000

**If you are paying with a credit/debit card:**

- **Provide Credit Card Information**
- **Credit Card Information**
  - **Card Type:** VISA
  - **Credit Card Number:** 0000000000000000
  - **Expiration Date:** 03/2024

**Contact Information**

- **Daytime Phone:** (303) 352-1234
- **Email Address:** example@example.com

Enter a profile name to save your account information for future use.

**Profile Information**

- **Profile Name:** memboy
Step 9: Confirms 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 10: 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.