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** (buffportal.colorado.edu.) (Authorized payers log in to **CUBill&Pay**, select View & Pay Accounts and go to **step 4** below.)
Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click **Balance Summary**.
Step 3: On the Balance Summary view, you can see your current balance. To see the bill, click **View Payment Plans**.
Step 4: On View & Pay Accounts, you will see a yellow box under the payment plan that needs to be rebalanced. Click **Adjust Balance**.
Step 5: Click **Balance Management**.
Step 6: Click next to Rebalance Payments Evenly and then click **Rebalance Payments**.

The service fee notice only applies to credit and debit card transactions.
Step 7: Review new details of the payment plan and note the new installment amounts.