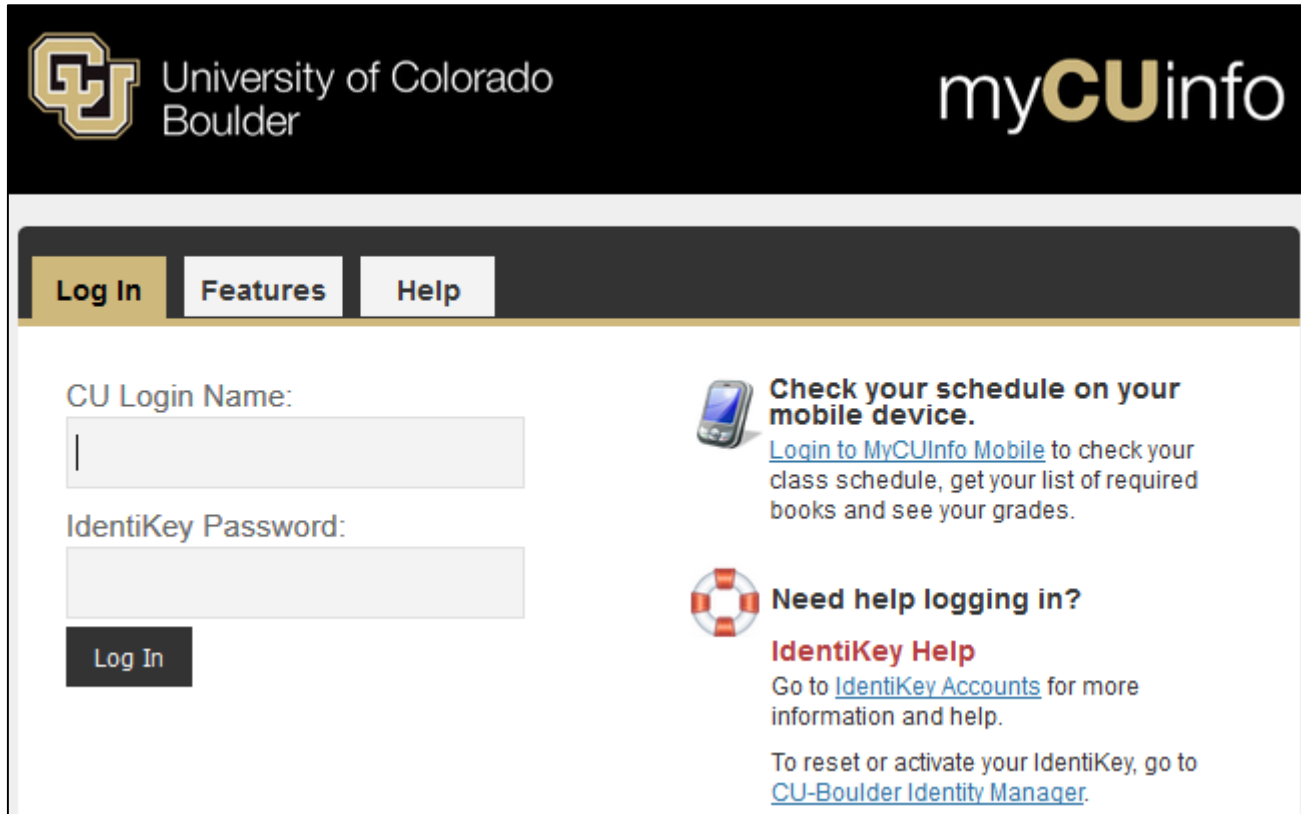


How to rebalance a payment plan

- Only the payment plan owner can rebalance the payment plan. If you are not the payment plan owner, you cannot rebalance the payment plan.
- If the student enrolled in the payment plan, the student is the owner of the plan.
- If an Authorized Payer enrolled in the payment plan, the Authorized Payer is the owner of the plan.



Step 1: Students log in to [MyCUInfo](#). Authorized payers log in to [CUBill&Pay](#), select **Payment Plan** and proceed to [step 3](#).



The screenshot shows the myCUinfo login interface. At the top left is the University of Colorado Boulder logo and name. At the top right is the myCUinfo logo. Below the header is a navigation bar with three buttons: "Log In" (highlighted in gold), "Features", and "Help". The main content area contains a login form with two input fields: "CU Login Name:" and "IdentiKey Password:". Below the password field is a "Log In" button. To the right of the form are two informational sections. The first section, titled "Check your schedule on your mobile device," includes a mobile phone icon and a link to "Login to MyCUInfo Mobile". The second section, titled "Need help logging in?", includes a lifebuoy icon and a link to "IdentiKey Help".

University of Colorado Boulder


myCUinfo


Log In Features Help

CU Login Name:

IdentiKey Password:

Log In

 **Check your schedule on your mobile device.**
[Login to MyCUInfo Mobile](#) to check your class schedule, get your list of required books and see your grades.

 **Need help logging in?**
IdentiKey Help
Go to [IdentiKey Accounts](#) for more information and help.
To reset or activate your IdentiKey, go to [CU-Boulder Identity Manager](#).

Step 2: Some students may need to select the **Student** tab. Then select **Billing Information** and click **View Payment Plans**.

The screenshot displays the Bursar's Office website interface. At the top, a black navigation bar contains the 'Student' tab (circled in red), 'CU Resources', and a gear icon. Below this is a secondary navigation bar with four tabs: 'Academics / Schedule', 'Billing Information' (circled in red), 'Financial Aid', and 'Dates and Deadlines'. On the left side, a vertical menu lists several options: 'View & Pay Accounts', 'View Student Health Plan Selection', 'Authorize Others to View and Pay Your Bill', 'Direct Deposit of Tuition and Fee Refunds', and 'View Payment Plans' (circled in red). The main content area shows the 'Billing Information' section with the following details: 'Main Campus Balance: \$0.00', 'Continuing Ed Balance: \$0.00', and a note about checking bills for updates. It also states that 'Spring 2018 payment plans are available now' and that 'Spring 2018 bills will be available by January 11'. A payment due date of 'February 5' is highlighted. To the right, a 'HAVE A QUESTION?' box provides contact information for both the Main Campus and Continuing Ed Bursar's Offices. At the bottom, an 'Other Billing Services' section lists links for the College Opportunity Fund, CU Money Sense, 1098T forms, and authorization for aid.

Step 3: Click **View Details**.

Payment Plans

example

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 "View Details" link for that particular plan.


Blocked Payment Plans

CE Boulder Fall 2017

The CE Payment Plan is unavailable to you at this time.

Active Payment Plans

Agreement Id#: 010000 [\(View Details\)](#)

 **ACTION REQUIRED:**
(click on View Details)

- An adjustment to your payment plan balance is required.

Enrolled Plan: CU Boulder Main Campus Fall 2017

Owner: Firstname Lastname

Account: PAYMENT_PLAN_CUBLD

Create Date: 08/02/2017

Plan	Remaining Balance	Installments Left	Next Payment Date	Next Payment Amount †	Status
CU Boulder Main Campus Fall 2017	\$8,100.00	4	09/05/2017	\$2,080.69 *	ACTIVE

* The service fee is included in the payment amount.

Step 4: Click **Balance Management**.

CU Boulder Main Campus Fall 2017 [Terms and Conditions](#) example


Agreement Id#: 010000
Owner: Firstname Lastname
Authorized Access: None Granted
Status: ACTIVE
Created on: Aug 2, 2017 at 10:39 AM, MDT
Account: PAYMENT_PLAN_CUBLD
Next Payment Date: 09/05/2017
Primary User Id: 000000001
Primary User Name: Firstname Lastname
Service Fee: 2.75%
Payment Method: credit card. (VISA ending with 1111) [Change Payment Method](#)
Contact Information: (303)555-5555 (Evening Phone)
email@colorado.edu (eMail)

Payment Plan Installments [View Budget Worksheet](#)

CU Boulder Main Campus Fall 2017

Original Estimated Balance:	\$8,365.26	Balance Management
Payment(s) Processed:	- \$0.00	
Balance Adjustments:	- \$265.26	
Remaining Payment Plan Balance:	\$8,100.00	
Actual Student Account Balance:	\$7,965.65	
Balance Adjustment Required:	-\$134.35	

⚠️ 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 Balance Management link to decrease your plan balance. This action will cause the amounts of the remaining installments to be adjusted.



Step 5: Select Rebalance Payments Evenly and 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 2.75% of your payment amount.

Rebalance Payments Evenly

Rebalance Payments **Cancel**

The service fee only applies to credit/debit card transactions.

Step 6: Review new details of the payment plan. This process is complete.

example

CU Boulder Main Campus Fall 2017 [Terms and Conditions](#)

Agreement Id#: 010000
Owner: Firstname Lastname
Authorized Access: None Granted
Status: ACTIVE
Created on: Aug 2, 2017 at 10:39 AM, MDT
Account: PAYMENT_PLAN_CUBLD
Next Payment Date: 09/05/2017
Primary User Id: 000000001
Primary User Name: Firstname Lastname
Service Fee: 2.75%
Payment Method: credit card (VISA ending with 1111) [Change Payment Method](#)
Contact Information: (303)555-5555 (Evening Phone)
 email@colorado.edu (eMail)

Payment Plan Installments [View Budget Worksheet](#)

CU Boulder Main Campus Fall 2017

Original Estimated Balance:	\$8,365.26
Payment(s) Processed:	- \$0.00
Balance Adjustments:	- \$399.61
Remaining Payment Plan Balance:	\$7,965.65

Confirm Num	Status ?	Date	Amount
2002000000	SCHEDULED	Sep 05, 2017 (Tue)	\$2,046.17 *
2002000000	SCHEDULED	Oct 05, 2017 (Thu)	\$2,046.17 *
2002000000	SCHEDULED	Nov 06, 2017 (Mon)	\$2,046.17 *
2002000000	SCHEDULED	Dec 05, 2017 (Tue)	\$2,046.18 *

* The service fee is included in the payment amount.