Payment Plan Guide

This guide will walk you through enrolling in a payment plan, linking a payment method for installment payments, and changing a payment method.
Go To: studentaccounts.gmu.edu
and click on “Bill+Payment” in the upper right hand corner.
Click on Student or Authorized User Login
Enter Username and Password and Click on “Login”

For help with unlocking your Bill + Payment System, please try the following: (1) Ensure your log-in is correct, for students this is the same NetID and Password as Patriot Web; (2) Wait 30 minutes (3) Change password, limiting special characters, at https://password.gmu.edu/index.jsp; (4) Clear your browser cache and/or use a different browser. For authorized users, your student will need to reset your information in the Bill+Payment System (delete user and then re-authorize to generate a new password).
Click on “Enroll in Payment Plan” (Highlighted in yellow)

Note: As part of the enrollment process, you will be required to set up a payment method that will be used to pay the installment each month. This payment method will be automatically charged on each payment date. You can change the payment method for each payment. Instructions on how to do that will be provided later in this guide.
Select the Term by clicking the down arrow.
Select the plan you want.

Note: A $30 Setup Fee is charged for each payment plan. This fee is non-refundable.
Review the details of the chosen payment plan and click “Continue” to proceed with enrollment.
You will set up your payment method on this screen. Select the method from the drop down.

Note: If you have a saved payment method on file, you can select it or enter a new payment method. The next slides will walk you through entering a checking account for payments; if you select a credit card, please skip to slide 14.
If you chose Electronic Check, you will enter required information on this screen.

Note: As part of this process, the bank routing number and your account number will be validated. The validation only verifies the bank routing number is correct and that the account number entered is a valid account at that bank. The validation process does not verify an available balance in your account. Please make sure you have sufficient funds in the account prior to making a payment. If a payment is returned for any reason, the student account will be assessed a $50 fee per item. (See next slide for Validation Error message). If you don’t get a validation error, skip to slide 12 and continue.
If the validation of the bank routing number or your account number fails, you will get an error message at the top of the screen.

Note: If you get an error message, you must resolve the error to continue. Verify your information and try again. If you receive a second validation error message, please verify the routing number and account number with your financial institution. Mason cannot override the error message.
Review the Payment Plan Agreement, click the “I agree” box in the lower left corner, and then click on “Continue” in the lower right corner.
You will finalize the payment plan agreement on this screen. Review the ACH agreement, click “I agree..” in the lower left corner, and then click “Continue” in the lower right corner.
If you chose credit card as a payment method, you will be taken to our PayPath Payment Service.

Note: A service charge of 2.85% of the payment amount will be assessed when making payment with a credit or debit card. This fee does not come to the University. It is non-refundable and cannot be waived or reduced.
This screen will show the amount due at the time of enrollment into the payment plan. Click “Continue” in the lower right corner.
You will enter the required information on this screen and click “Continue” in the lower right corner.
Review the transaction, click “I agree...” in the lower left corner, then click “Submit Payment” in the lower right corner.
Adjusting a Payment Method

The following slides will show you how to change the payment method for a scheduled payment.
Go To: studentaccounts.gmu.edu
and click on “Bill+Payment” in the upper right hand corner
Click on Student or Authorized User Login
Enter Username and password and click on “Login”
From the home page, in the scheduled payment section, click the gear icon under the Action column, and select “edit”.

Note: You will edit the payment method here. Making an edit will not change the payment method for all subsequent payment. If you want all subsequent payments to be made with a payment method not set up when you enrolled in the payment plan, you must edit each scheduled payment.