Log into the Bill and Payment System with your **PatriotWeb Username and Password**.

Authorized Users sign in through the Authorized User area with their email, and the password set up through the Authorized User set up process.*

On the Home Page, you may click on “Payment Plans” at the top of the screen or “Enroll in Payment Plan” in the middle of the page.

PLEASE NOTE: Once enrolled in the payment plan, in order to pay the next installment you MUST click on “Payment Plans” at the top of the page.
This screen allows you to either manage your current payment plan, or to view your plan history (this shows plans that you have had in the past as well the current plan if you are in one).

This screen is where you select the term to enroll. After selecting the term in the drop down, click “Select”.
After selecting the term, you can then choose the type of payment plan you want. You have the option of 4 installments, 3 installments or 2 installments. For example: the 2 Pay Plan option is for 2 installments of 50% each plus the $25 contract fee.

If you wish, you may click “Details” and it will show a break down of the plan before you select it. This can be used to compare the different plans available.

Once done, click “Select”.

4 Pay Plan

This is for Spring 2018. This option allows you to split your balance into 4 payments after all future credits are applied. You must have a minimum balance of $500.00 in eligible charges in order to enroll in the plan. $25 nonrefundable contract fee is due as down payment at the time of plan enrollment.

Term(s): Spring 2018
Enrollment deadline: 12/14/17
Scheduled payments: Optional
Setup fee: $25.00
Eligible charges and credits: $xxxx.xx
Required down payment: None
Due at enrollment: $25.00
Number of payments: 4
Installment payments: $xxxx.xx
Payment frequency: Fixed Dates
This screen will show the full details of the payment plan including:

The installment dates, the amount due for each installment, and the amount due at the time of enrolling into the plan (this includes the setup fee* and any down payments).

*The setup fee is always $25 and will be a one time fee for enrollment into the plan each semester.

At the bottom of screen, it will ask if you would like to set up automatic payments on each due date. Please select your preference, click “Continue”.
This is the payment selection screen. For help on making a payment, please go to: https://studentaccounts.gmu.edu/wp-content/uploads/PaymentInstructions.pdf

This screen asks for a payment method. This includes: Electronic Check, Credit Card Via PayPath* or any prior saved checking account information.
*If you select PayPath as your payment option, it will bring you to the PayPath website to put in your credit card information.
This screen shows what information you need to include when making an electronic check payment. The routing and account number are required for electronic check.

NOTE: The name assigned in “Save payment method as” will be used as a payment method for scheduled payment.
This screen shows the payment plan agreement (before a payment is made, you must agree to the terms). Please read carefully, and any questions you have can be sent to saccount@gmu.edu. Once you are done reading, check the “I agree to the terms and conditions” box and then click “Continue”.

Note:
You may also print off the agreement here.
This screen shows the progress of your payment plan. The screen is where you pay your next installment: Just click “Pay Next Installment”. If you want to pay your whole plan at once or the remaining balance, click “Pay off Plan”. You can also view the agreement that was made prior, just click “View Agreement”, you can also print that screen here if you did not do so earlier.