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 must click on “Payment Plans” at the top of the screen.
This screen is where you select the term to enroll. After selecting the term in the drop down, click “Select”.

From there you must select the payment plan.

Each option is for the amount of installments you want. So the 2 Pay Plan option is for 2 installments of 50% each plus the $25 contract fee.

Once done, click “Select”.
This screen will show a few details of the plan including the number of payments, the term, the deadline for enrollment and it shows the setup fee or contract fee*. When done looking through the information, click “Continue”.

*The setup fee is always $25 and will be a one time fee for enrollment into the plan each semester.
This screen shows what your total charges are for the semester.

Please note, this screen shows **CHARGES ONLY**. It will not show any financial aid or any other payments that were already made to the account.

When done, click “Display Schedule”.
This screen shows when your installments are due and the amount that is due for each installment. It will also show how much it costs to enroll in the plan.

You may also click on “Recalculate Schedule” to adjust if there was a down payment made.*

Once done, click “Continue”.

• Notes
  1. If you want to see the main differences in each plan, you should use this screen.
  2. Financial Aid will decrease the total amount due and the installments will be split based off of the remaining amount.

*Previous payments that are not Financial Aid will go toward the first installment and the setup fee.
This is the payment selection screen.
For help on making a payment, please go to:
After the payment is made, the Payment Plan Agreement is shown.

Please review the agreement and if you wish to print it off, click on “Print Agreement”. If you wish to go back and change the plan or the payment method, click “Back”.

When done, check “I Agree” and click “Continue”.

### Plan Enrollment

<table>
<thead>
<tr>
<th>Select Payment Plan</th>
<th>Schedule Payment Plan</th>
<th>Payment Plan Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Charge</td>
<td>Amount Financed</td>
<td>Total of Payments</td>
</tr>
<tr>
<td>The dollar amount the credit will cost you, including all fees.</td>
<td>The amount of credit provided to you or on your behalf.</td>
<td>The amount you will have paid after you have made all payments as scheduled.</td>
</tr>
<tr>
<td>$0.00</td>
<td>$9,300.00</td>
<td>$5,500.00</td>
</tr>
</tbody>
</table>

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty.

**Student Name:** by the undersigned, hereby agree to pay the balance deferred as stated in this agreement in 2 installment payments on or before the due date specified for each installment. I understand that INSTALLMENT AMOUNTS MAY CHANGE over time to account for any new charges, payments, or financial aid adjustments. I also understand that failure to meet the terms of this agreement may entitle George Mason University to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) delay future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

**Installment 1:** in the amount of $2,975.00 due on 6/6/17.

This agreement is dated Tuesday, June 13, 2017.

For fraud detection purposes, your internet address has been logged: 128.174.53.66 at 6/13/17 1:02:01 PM PST.

ANY FALSE INFORMATION ENTERED HEREBY CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FulleST EXTENT OF THE LAW.

To revoke this agreement you must contact account@gmu.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

- I Agree

- Continue
- View Worksheet
- Print Agreement
- Back
- Cancel
This screen is what replaces the old Payment Plan Screen from the beginning as well as being the receipt for enrolling into the payment plan.

This screen is also for paying your next installment. **PLEASE NOTE** remaining installment payments are to be made manually and **will not** be automatically deducted from any account.