

Scheduled Payment Guide

The screenshot shows the George Mason University Student Accounts portal. The top navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', and 'Help'. The user is logged in as 'Student Name'. The main content area is divided into several sections:

- Announcement:** Welcome to George Mason University's Bill and Payment System. Includes information about user guides, authorized users, and accepted payment methods (VISA, MasterCard, Discover, American Express).
- Student Account:** ID: xxxxx6798, Balance: \$3,566.00. Buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'.
- Payment Plans:** 3 Pay Plan, Balance \$3,566.00. Balance Not Included in Plan: \$0.00.
- Scheduled Payments:** A table with columns: Description, Payer, Date, Method, Status, Amount, Action.
- Statements:** Your latest eBill Statement (5/2/19) Statement: \$197.25. Your latest 1098-T Tax statement 2018 1098-T Statement.
- My Profile Setup:** A sidebar menu with options: Authorized Users, Personal Profile (highlighted with a red box), Payment Profile, Consents and Agreements, Auto Bill Pay.
- Term Balances:** Fall 2019, Covered by plan.

At the bottom, there is a 'Secured by touchnet' logo.


From Home page, click “Personal Profile” under My Profile Setup.

My Profile

[Personal Profile](#)[Payment Profile](#)

A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page.

Saved Payment Methods

Payment methods	Modified	Action
My Checking	5/28/19 14:47:47	 Edit Delete

Add New Payment Method

Method

Electronic Check - Payments can be made from a personal checking account.

To update or view existing saved payment method, click the Tool button and click "Edit".

You can also add a new payment method in the "Add New Payment Method". Click the down arrow to select method and click select button.

Payment Plan Enrollment



Select



Schedule



Payment



Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method

New Electronic Check (checking) ▼

*Credit card payments are handled through PayPath®, a tuition payment service.

Account Information

* Indicates required fields

You can use any personal checking account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

*Save payment method as:
(example My Checking)

Back

Cancel

Continue

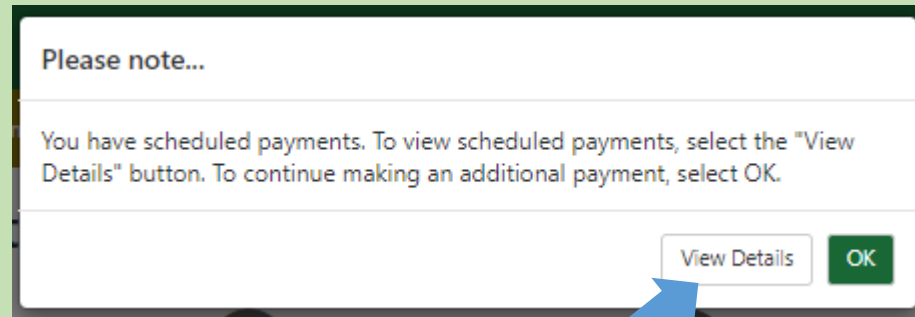
Electronic Check - Payments can be made from a personal checking account.

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. Click Continue.

If you answered Yes on the scheduled payment, you will get below notification. To view scheduled payments, select "View Details." It will take you to the Home page.



GEORGE MASON UNIVERSITY

Logged in as: Student Name | Logout

My Account Make Payment Payment Plans Help

Announcement

Welcome to George Mason University's Bill and Payment System.

New: User guides on making payments, payment plan set up, and establishing Authorized Users are now available on the Student Accounts Office website.

VISA, MasterCard, Discover and American Express will be accepted **online only**, and a **2.85 percent convenience fee** will apply. Electronic check payments may be made without a fee.

Important for credit card payers: Please ensure that your credit card payments do not exceed your transaction limit. If you receive the warning 'A system error occurred, please try again later' message, do NOT reattempt the transaction until you contact your financial institution.

System Availability Note: Our system is **unavailable** daily from 10:30 PM to 1:00 AM and **Sundays** from 7:00 AM to 11:15 AM (U.S. Eastern Time Zone) for maintenance.

Questions?
Please contact the Student Accounts Office at (703) 993-2484

Need to make an international payment?
International Students please pay with Flywire

Student Account ID: xxxxx6798

Balance \$3,566.00

View Activity Enroll in Payment Plan **Make Payment**

Payment Plans

3 Pay Plan \$3,566.00

Balance Not Included in Plan \$0.00

Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
3 Pay Plan -- Installment 1 of 3		8/26/19	test	Scheduled	\$138.33	⚙️
3 Pay Plan -- Installment 2 of 3		9/20/19	test	Schedule		Edit Delete
3 Pay Plan -- Installment 3 of 3		10/21/19	test	Scheduled	\$1,713.84	⚙️

Statements

Your latest eBill Statement (5/2/19) Statement: \$197.25 [View Statements](#)

Your latest 1098-T Tax statement 2018 1098-T Statement [View Statements](#)

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Consents and Agreements
- Auto Bill Pay

Term Balances

Fall 2019 Covered by plan

When you click "View detail", it takes you to the Home page.

Click the Tool button under Scheduled Payment to view the payment method, then click Edit.

The name saved as during the payment information will show as the name of payment method. To view the saved payment information detail, please go to Home Page, then click “Payment Profile”.

Scheduled Payments ×

Please note that this scheduled payment is part of the 3 Pay Plan. To avoid late fees, please pay in full by the due date indicated below.

Edit Scheduled Payment for Student Account (G00896798)

If you need to create a new payment method, please visit the [Payment Methods page](#).

Term for payment: Fall 2019

Payment amount: \$138.33

Method:

Memo:

Payment Date: