## **Student Account Center – Payment Plan Enrollment**

1. You will need to log in with your Chatham credentials, or the created credentials if you are an authorized user.

C CHATHAM U STUDENT A				
	Chatham Univer	sity Billing and	Welcome to Your Payment Center	
	Payment Center	sity billing and	Get up to date account balances and view real-time activity.	
	Login for parents or au have been granted acco	thorized users who ess.	Make secure payments with multiple payment methods.     View your payment and refund history.	
Seale A	Email:		Store payment methods to your secure wallet.	
	Password:		<ul> <li>Authorize parents to have their own account access.</li> <li>Set up direct deposit for student and parent refunds</li> </ul>	No. 1. d
	Forg	ot Password Login		
Privacy Policy	Accessibility			© 2024 All rights reserved.

2. On the homepage, select "Payment Plans" or "Enroll in a Payment Plan".



3. If there are payment plans available for the current semester, there will be an "*Enroll Now*" option.



4. Select the term from the drop-down menu and click "Select".

倄 My Account 🕶 I	My Profile 👻 Make Payme	ent Payment Plans Deposits Help 🔻			P	
Payment Plan Enrollment						
	Select a term	ect Select Term Select Term	Schedule	Agreement		
		2024 Fall Semester				

- 5. All available payment plans will populate. Click "*Details*" for in-depth information on the payment plan, including the enrollment deadline, number of payments, set up fee, late payment fees, etc. Click "*Select*" to enroll in a plan.
- 6. The next page will provide a breakdown of the payment plan and the payment schedule. At the bottom of the page, you can choose to enroll in automatic payments.
- 7. You will be required to pay the set-up fee at the time of enrollment. To proceed, click *"Continue"*.
- 8. You will be prompted to enter payment information, either via electronic check (checking/savings) or a credit/debit card.