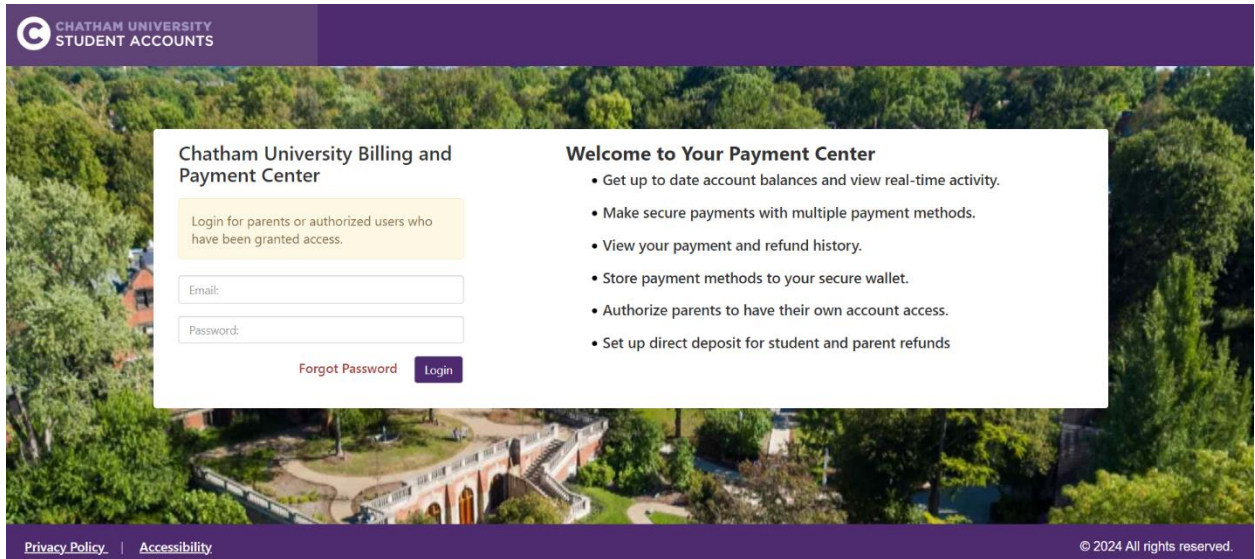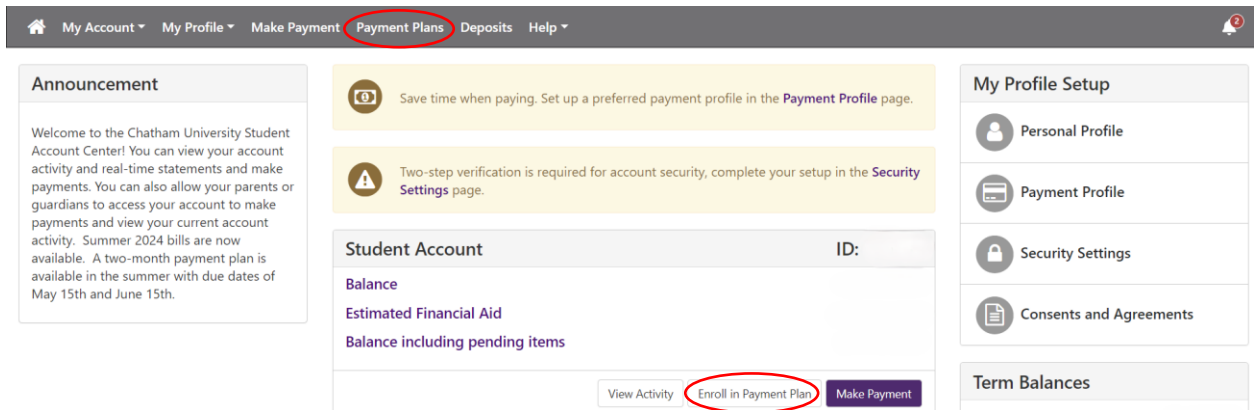# Student Account Center – Payment Plan Enrollment
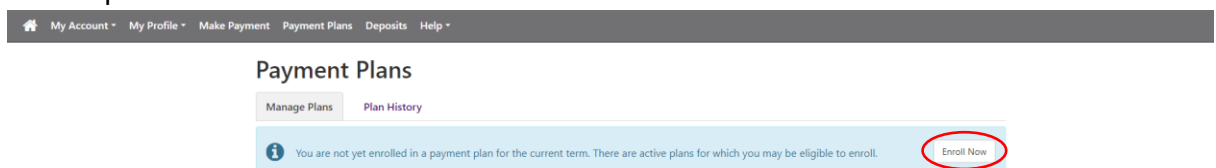
1. You will need to log in with your Chatham credentials, or the created credentials if you are an authorized user.
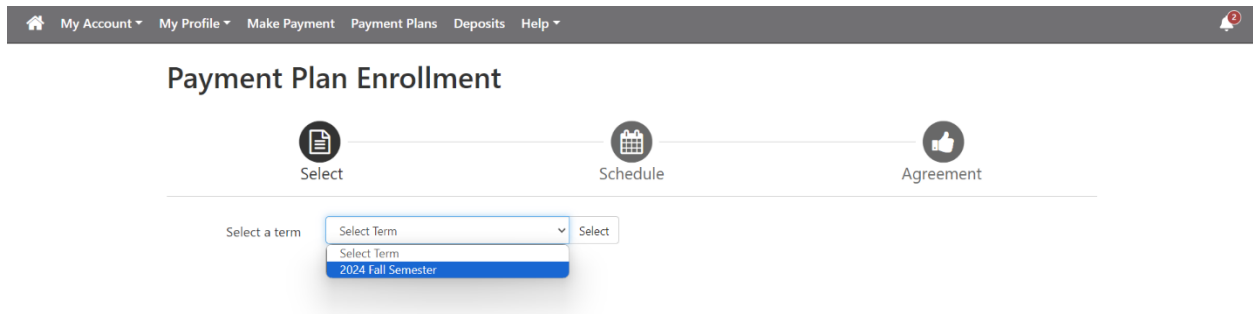

2. On the homepage, select "*Payment Plans*" or "*Enroll in a Payment Plan*".

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*".

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.