Step 1
Visit paymybill.rutgers.edu and log into your online term bill. Click the ‘Sign Up For a Payment Plan’ button found on the right side of both the Semester and term bill screens.

**Tip:** If you wish to learn more about our payment plan options and details visit paymentplans.rutgers.edu.

Step 2
Once on the Rutgers Message Board, select ‘Payment Plan’.

**Tip:** This is the main payment plan page and allows you view Payment Profiles, Authorized Payers and more.

Step 3
Choose the available plan you want then select “Sign Up for New Payment Plan”

**Tip:** The earlier you enroll the more payments that you will get to pay your plan balance. As you get closer to the start of the term, some options may no longer be available.
**Step 4**

On the Budget Worksheet page, enter the amount of your Tuition & Fees and click **Continue**.

*Tip: We advise you look at your term bill to acquire the exact tuition and fees amount due.*

**Step 5**

Payment Plan Options, select a payment plan option based on the number of installments that suits you. Then select your payment method, the following steps are for e-Check payments.

*Tip: You have the options of paying with either an e-check (no fees) or debit/credit card (2.7% service fees).*

**Step 6**

**E-Check Method.**

Enter all your bank account information requested on the page, as well as an email address and profile name (will be saved for future use). Then click **Continue**.

*Tip: Log into your online banking system to find your account information or on your paper check, please do not use your credit card details here. This payment option will be used for all future monthly payments unless changed.*
**Step 6**

**Credit Card Method.**
Accept Payment Plan Service Fee. Enter all your bank account information requested on the page, as well as an email address and profile name (will be saved for future use). Then click Continue.

**Tip:** You have the option to pay with the following card types, Mastercard, Visa, Discover, American Express, JCB, Diners Club, and China Unionpay. Debit/credit card have 2.7% service fees.

**Step 7**

Your payment profile has been successfully added. Verifying your payment plan information is next. You will also be able to view the down payment and enrollment fee due. Once verified, click Continue.

**Tip:** At the bottom of the page you can view the remaining payment schedule summary for the semester.

**Step 8**

Read and accept the payment plan terms and conditions. Then click the confirm button to activate the payment plan agreement.

**Tip:** You can review your finance charge and amount financed on this page.
Step 9

You have now successfully signed up for a payment plan. A receipt of your plan will be available to you.

Tip: You will be able to review payment profiles, authorize payers, user preferences, transaction history, payment plans and messages.