

How Can I Enroll in the Installment Plan?

Students electing to pay their tuition and fees in the installment plan will be assessed a handling fee of **\$52.00** for the installment plan. **This fee is non-refundable.**

If you have a previous term balance, you are not eligible to enroll in a payment plan. Please contact the **Office of Student Accounting** for further information.

- Login to **MyTSU** web portal using your username and password. You should now have access to your student account.
- Click on the “Student” tab
- At the top of the web page, on your far right, where it states “**Student Accounting**”, click on “**Online Payments and Installment Plans**”.
- Under the “Student and Staff” section, you are required to login using your Tiger ID (T00#####), as well as your PIN, which will be your six (MMDDYY) or eight (MMDDYYYY) digit birthday.
- Once you have successfully logged in, click on the “**Payment Plan**” tab that’s at the top of the web page.
- You should now see “**Enroll Now**”. Click on “**Enroll Now**” and select the correct term.
- Once the correct term is selected your installment plan details will be displayed. If the plan details are correct, click “**Continue**”.
- Review your charges and credits and then select “**Display Payment Schedule**”.
- Review payment schedule and select to opt in or out of automatic payments. Once selection is made click “**Continue**”.
- Select payment method
- Ensure all information is entered correctly in the ‘**Confirmation**’ section.
- Complete payment transaction.
- Confirm the Payment and Print Receipt



Step 1: Log onto your MyTSU web via www.tsu.edu

Step 2: Once on MyTSU web click on the student tab and under Student Accounting select Online Payments and Installments

Step 3: Once the second window opens, log into your account using your T# (capital T) and your 8 digit/6 digit birthday.

Step 4: Select "Payment Plans".

The screenshot shows the MyTSU web interface. At the top, there is a navigation bar with the following items: My Account, Payments, Payment Plans, eBills, and eDeposits. Below this is a secondary navigation bar with Account Activity, My Profiles, and Authorized Users. The main content area is divided into two columns. The left column contains 'Account Alerts' (No alerts at this time) and 'Announcements' (Welcome to Texas Southern University's updated on-line payment system. Please note: If you have a previous term balance, you will not be able to enroll in a payment plan. Please contact Student Accounting at 713-313-7052). The right column contains 'My Account' information, including 'Current Account Status' (Balance: \$1,348.00) with buttons for 'Make a Payment' and 'View Account Activity', 'Statements' (eBill Statement: You currently do not have any billing statements.), and 'Term Balances' (Spring 2013: -\$1,348.00). A red arrow points to the 'Payment Plans' menu item in the top navigation bar. The footer contains copyright information and the TouchNet logo.



Step 5: Select “Enroll Now”.

The screenshot shows a web interface for the "Payment Plans" section. At the top, there is a navigation bar with links for "My Account", "Payments", "Payment Plans", "eBills", and "eDeposits". Below this, the "Payment Plans" section is highlighted. A yellow alert box contains the text: "Available Payment Plans", "New Payment Plans are available.", and "You are not currently enrolled in available payment plans but have the option to do so." A green "Enroll Now" button is positioned at the bottom of the alert box. The footer of the page includes the text "U.Commerce 6.0 | Bill+Payment 6.0.0 ©1997 - 2013 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy" and the "TouchNet Secured Site" logo.



Step 6: Select the appropriate term.

TSU
TEXAS SOUTHERN UNIVERSITY

My Account Payments **Payment Plans** eBills eDeposits

Plan Enrollment

Select Payment Plan Schedule Payment Plan Payment Plan Agreement

View Payment Plans for Term:

Select Term
Spring 2013

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Step 7: Once on the below screen, review the information and click continue.

TEXAS SOUTHERN UNIVERSITY

My Account Payments **Payment Plans** eBills eDeposits

Plan Enrollment

Select Payment Plan Schedule Payment Plan Payment Plan Agreement

View Payment Plans for Term: Spring 2013 **Select**

Spring 2013
Installment Plan for Spring 2013

Spring 2013 Details

Term(s):	Spring 2013
Previous balance term(s):	Fall 2012
Enrollment deadline:	2/6/13
Scheduled payments:	Optional
Setup fee:	\$52.00
Minimum down payment:	50.00%
Number of payments:	2
Payment frequency:	Fixed Dates
Late payment fee:	\$10.00

Continue **Cancel**

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Step 8: Select “Display Payment Schedule” to continue to the next screen.

My Account Payments **Payment Plans** eBills eDeposits

Plan Enrollment

Select Payment Plan **Schedule Payment Plan** Payment Plan Agreement

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#). Please review your payment schedule carefully before completing your enrollment.

Eligible Charges and Credits			
Description	Charges(\$)	Credits(\$)	Down Payment(\$)
Tuition	2,955.00		
Fees	895.00		
Down payment			<input type="text" value="1925.00"/>

Display Payment Schedule

Previous Step **Cancel**

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Step 9: Review your information, select whether or not you want payments to be scheduled, and click on continue to make first payment.

Plan Enrollment

Select Payment Plan
Schedule Payment Plan
Payment Plan Agreement

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#). Please review your payment schedule carefully before completing your enrollment.

Eligible Charges and Credits			
Description	Charges(\$)	Credits(\$)	Down Payment(\$)
Tuition	2,955.00		
Fees	895.00		
Down payment			1925.00

Recalculate Payment Schedule

Payment Schedule			
Description	Due Date	Amount Paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	52.00
Down Payment	Due now	0.00	1,925.00
1st installment	2/15/13	0.00	962.50
2nd installment	3/22/13	0.00	962.50
Total amount paid:			0.00
Total of installments:			1,925.00
Total due now:			1,977.00

Set up Automatic Payments
Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Continue
Previous Step
Cancel

Step 10: Select “Payment Method”.

My Account Payments **Payment Plans** eBills eDeposits

Plan Enrollment

Select Payment Plan Schedule Payment Plan **Select Payment Method** Payment Plan Agreement

You must pay for plan fees before your enrollment can be processed. You will be responsible for making installment payments on time, through this system, in person, or via mail.

Select Payment Method







Payment Method

New Credit Card


Select Previous Step Cancel

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Credit Card - We accept the following credit cards.

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Step 11: Enter payment information and click continue to view payment plan agreement.

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement
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You must pay for plan fees before your enrollment can be processed. You will be responsible for making installment payments on time, through this system, in person, or via mail.


Select Payment Method

Payment Method

New Credit Card

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Credit Card - We accept the following credit cards.



*Card account number:

*Name on card:

*Card expiration date: 01 2014

*Credit card type:

*Card Verification Value: [\(View example\)](#)

Cardholder Billing Information

International Address?

*Billing address:

Billing address line two:

*City:

*State/Province:

*Postal code:

Option to Save

Save this payment method for future use

Save payment method as: (e.g. My CreditCard)