

# HOW TO ENROLL IN A PAYMENT PLAN

## Login the eBill System

Students will need their Grizzly ID number (Use upper case "G" followed by two zeros plus six digits 'G00#####') and six-digit SAIL PIN. If you need to have your six-digit SAIL PIN reset, please visit [oakland.edu/resetpin/](http://oakland.edu/resetpin/). To access the eBill system, visit <http://www.oakland.edu> and click on the **eBill** quick link at the top of the page.

The screenshot shows the Oakland University website's eBill system login page. At the top, there is a navigation bar with social media icons (Facebook, Twitter, Instagram, YouTube, Snapchat) on the left and links for Research, Library, eBill (circled in blue), Map, Moodle, MySail, Webmail, and Report Behavior on the right. A search bar is also present. Below the navigation bar is a large banner with the Oakland University logo and a photograph of a campus scene featuring a pond, a fountain, and a bridge. Underneath the banner are two buttons: "Student" and "Authorized User". To the right of these buttons is a "Welcome to Oakland University's eBill System" section with a brief description of the site's purpose, contact information for technical questions, and a disclaimer box regarding system usage. At the bottom of the page, there is a footer with copyright information and a "Secured by touchnet" logo.

**Students:** Click on the “Student” button and enter your GrizzlyID (Use upper case "G" followed by two zeros plus six digits 'G00#####') and your six-digit SAIL PIN. Click **Login** to log into eBill and access your information.

Student

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**Please wait 30 minutes after resetting your PIN before attempting to log into eBill again.**

Grizzly ID

PIN

**Login**

By registering for courses or contracting for on campus housing at Oakland University, students acknowledge that they have read and accept the [Student Business Services Terms and Conditions](#) found on the Student Business Services web site

Authorized User

### Welcome to Oakland University's eBill System

This site is for students and authorized users to view student account information, make payments and manage their student account. eBill can be accessed from your PC, laptop, phone or tablet.

If you have technical questions, please send an email to [ebill@oakland.edu](mailto:ebill@oakland.edu) or call 248-370-4396.

Usage of all Oakland University systems, services and networks is governed by official OU IT and Security Policies. By accessing these resources you agree to use all information technology resources responsibly and comply with University policies and guidelines. [Click here for more information.](#)

**Authorized users:** Click "Authorized User" button to begin. First time: log in using the username (case sensitive) and password (all characters) as specified in your notification e-mail. You will then be required to change your password. Click **Login** to log into eBill and access your information.

Student

Authorized User

**Authorized Users (Parents, guardians or others): First time: log in using the username (case sensitive) and password (all characters) as specified in your notification e-mail. You will then be required to change your password.**

Email:

Password:

[Forgot Password](#) **Login**

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Select "Enroll in Payment Plan" to begin enroll process.

The screenshot shows a navigation bar with 'Payment Plans', 'Deposits', and 'Help'. Below is a 'Student Account' summary box with ID: xxxxx9141 and a balance of \$5,498.74. At the bottom of the box are three buttons: 'View Activity', 'Enroll in Payment Plan' (circled in orange), and 'Make Payment'.

Click the arrow next to "Select Term" to choose the semester.  
Click the "Select".

The screenshot shows the 'Payment Plan Enrollment' process flow with three steps: 'Select', 'Schedule', and 'Agreement'. The 'Select' step is active. Below the flow is a 'Select Term' dropdown menu with 'Fall 2018' selected and a 'Select' button.

After clicking the "Select" button, the next screen will show payment plan information.  
Next, click the "Continue".

The screenshot shows the 'Plan Enrollment' screen with three tabs: 'Select Payment Plan', 'Schedule Payment Plan', and 'Payment Plan Agreement'. The 'Select Payment Plan' tab is active. It shows a 'Select a term to view available plans:' dropdown with 'Summer 2017' selected and a 'Select' button. Below this is a list of payment plans, with the first one selected: 'Summer 2017 2 Installment Payment Plan'. The details for this plan are shown below:

Term(s):	Summer 2017
Enrollment deadline:	5/29/17
Scheduled payments:	Optional
Setup fee:	\$25.00 - Waived if payments are scheduled.
Minimum down payment:	\$0.00
Number of payments:	2
Payment frequency:	Fixed Dates

At the bottom are 'Continue' and 'Cancel' buttons.

Click the “Display Schedule” button.

## Plan Enrollment

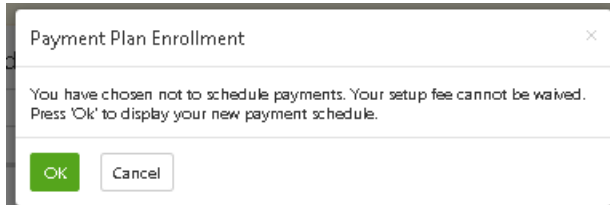
Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement
<p>Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the <a href="#">Account Activity</a> page, you can review all recent charges and credits to your account.</p>		
<b>Eligible Charges and Credits</b>		
Description	Charges(\$)	Credits(\$)
Tuition	3,700.00	
		<b>Balance: 3,700.00</b>
Down payment:		<input type="text" value="0.00"/>
<input type="button" value="Display Schedule"/>	<input type="button" value="Back"/>	<input type="button" value="Cancel"/>

This screen will give you the payment schedule information.

You must select Yes or No regarding automatic payments before clicking the “Continue” button.

Recalculate Schedule			
Payment Schedule			
Description	Due Date	Amount paid:(\$)	Amount Due:(\$)
Setup fee	Due now	0.00	25.00
Setup fee will be waived if payments are scheduled.			
Installment 1	5/29/17	0.00	1,850.00
Installment 2	6/29/17	0.00	1,850.00
<b>Total Amount Paid:</b>			<b>0.00</b>
<b>Total of installments:</b>			<b>3,700.00</b>
<b>Set up Automatic Payments</b>			
If you choose to schedule your payments, your setup fee of \$25.00 will be waived.			
Would you like to set up payments to be made automatically on the dates shown above?			
<input type="radio"/> 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.			
<input type="radio"/> No, I don't want to set up payments. I will come back and make each payment on or before the due date.			
<input type="button" value="Continue"/>	<input type="button" value="Back"/>	<input type="button" value="Cancel"/>	

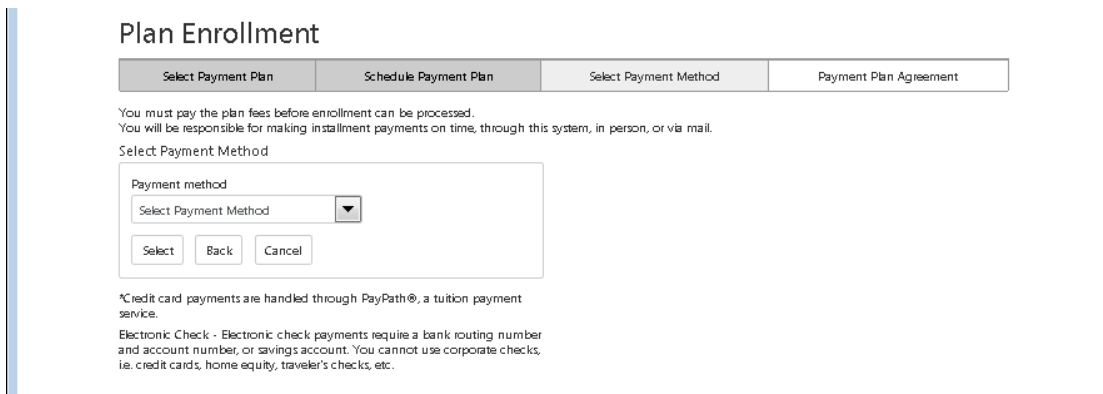
If payments are not scheduled, this message will pop-up.



A payment method is needed to pay the \$25 Payment Plan Processing Charge, the first installment (if applicable) and/or to set-up automatic payments. If scheduled payments is selected, the payment method can be saved.

Generally, the payment methods allowed include electronic check (online checking / savings) or a previously saved electronic check payment method. Students can also pay using a credit card or ATM/debit card, which are subject to a service charge of 2.85% or a minimum \$3.00.

Select or create a payment method for the \$25 payment plan processing charge or for scheduled payments.



Review the payment plan Agreement.

Check the box to agree to the terms and conditions. Click the "Continue" button to complete enrollment in the payment plan.

## Plan Enrollment

By agreeing and continuing, you will also be submitting a payment today of \$25.00 as a part of your enrollment.

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement
Please read the following agreement carefully before you continue.			
Annual Percentage Rate	The cost of your credit as a yearly rate.		0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.		\$25.00
Amount Financed	The amount of credit provided to you or on your behalf.		\$3,700.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.		\$3,725.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, [Redacted] hereby agree to pay the balance deferred as stated in this agreement in 2 installment payments on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$25.00, as well as any service charges assess by TouchNet PayPath tuition services for paying plan down payments or installments using a credit card. The finance charge may be waived if you have scheduled payments. I also understand that failure to meet the terms of this agreement may entitle **Oakland University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$1,850.00 due on 5/29/17**.

Installment 2 in the amount of **\$1,850.00 due on 6/29/17**.

This agreement is dated Sunday, May 28, 2017.

For fraud detection purposes, your internet address has been logged:

141.210.111.165 at 5/28/17 8:43:38 PM EDT

**ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.**

To revoke this authorization agreement you must contact [ebill+test@oakland.edu](mailto:ebill+test@oakland.edu).

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

Click on the Payment Plans tab to view the details of your current and past payments plans. You can use this tab to "Pay Off" your plan in full, "schedule" installments if you chose not to schedule them at enrollment or "edit" your existing payments.

## Payment Plans

### Available Payment Plans

You are currently enrolled in a payment plan for the current term.

### Currently Enrolled Plans

You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to [Payments](#).

Plan Name:	Summer 2017 2 Installment Payment Plan   <a href="#">View Agreement</a>						
Term:	Summer 2017						
Enrollment date:	5/28/17						
Setup fee:	\$25.00						
Payoff amount:	\$3,700.00   <a href="#">Pay off Plan</a>						
Installment	Amount Due	Due Date	Status	Payer	Payment date	Payment method	Action
Summer 2017 2 Installment Payment Plan -- Installment 1 of 2	1,850.00	5/29/17	Unpaid				<a href="#">Schedule</a>
Summer 2017 2 Installment Payment Plan -- Installment 2 of 2	1,850.00	6/29/17	Unpaid				<a href="#">Schedule</a>
<input type="button" value="Pay Next Installment"/>							

### Payment Plan History

Plan Name	Enrollment date	Removal Date	Finance Charge(\$)	Installments	Action
Summer 2017 2 Installment Payment Plan (Agreement)	5/28/17 8:52:07 PM EDT		25.00	<a href="#">Show</a>	<a href="#">View Print</a>