

Making a Payment Against Installments

1. Log in to the Billing and Payment Site by visiting www.sbs.txstate.edu and clicking on either the student or authorized user button.

If you are a student, log in utilizing your net ID and password. If you are an Authorized User, utilize your email and password.

**Please note that the individual who enrolled in the payment plan will be the only one who is able to view the installments as listed below. If you are not logged in as the individual who enrolled in the payment plan, then you will have to manually make a payment for the installment amount. See the 'Manually Making a Payment Against Installments' for instructions on how to do this.*

Texas State > Finance and Support Services > Student Business Services

The payment portal is not available from 10:00 p.m. to midnight daily due to maintenance.



2. You can then either schedule your payment for a future date or immediately pay your next installment payment. To immediately pay your installment select the 'Pay Next Installment' option. To schedule your installment, select the 'Schedule' option.

Select the appropriate action from the drop down menu on the home page:

My Account Make Payment Payment Plans Refunds Help

Announcement

Welcome to the SBS Bill and Payment application!

Payment for Fall 2014 tuition, fees, room and board are due by August 21, 2014 at 6pm. A payment plan is available.

The Billing and Payment site will be down for maintenance June, 6, 2014 from 2:00 a.m. - 6:00 a.m.

Financial Aid refunds will be processed on Mondays. Please allow 24 to 72 hours for your funds to be available.

If your financial aid is not disbursed by the payment due date, it is still your responsibility to make payment to avoid cancellation of your classes. If your aid has not disbursed, you will need to contact the Financial Aid Office at 512-245-2315 to determine why.

For more information go to the SBS Website

When beginning payment, please

Save time when paying. Set up a preferred payment profile in the Payment Profile page.

To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.

I would like to pay...

Select Option

Go!

Pay Next Installment | \$1,420.69

Current Account Balance | \$2,941.38

Specific Charge

Other Amount

Student Account

Balance

6679

\$41.38

View Activity

My Profile Setup

Authorized Users

Payment Profile

Electronic Refunds

Auto Bill Pay

Notifications

Term Balances

Summer 2017

Covered by plan

Payment Plans

50/50 Summer 2017 Payment Plan-ELP Admin \$2,941.38

Description	Due Date	Amount	Action
Installment 1 of 2	1/5/18	\$1,420.69	
Installment 2 of 2	1/26/18	\$1,520.69	

OR

Select the appropriate action in the payment plan section on the home page:

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I would like to pay...

Select Option

Go!

Student Account

Balance

ID: xxxxxx6679

\$2,941.38

View Activity

My Profile Setup

Authorized Users

Payment Profile

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Summer 2017

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Payment Plans

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Description	Due Date	Amount	Action
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Installment 2 of 2	1/26/18	\$1,520.69	

Pay

Schedule

3. Verify the payment amount and the payment date. If everything is correct, then select 'Continue'

The screenshot shows the 'Installment Payment' page with a progress bar at the top indicating four steps: Amount, Payment, Confirmation, and Receipt. The 'Receipt' step is highlighted with a red box. Below the progress bar, the page displays the following information:

50/50 Summer 2017 Payment Plan-ELP Admin -- Installment 1 of 2		Payment Options	
Enrollment date	11/16/17	Payment amount	1,420.69
Amount Due	\$1,420.69	Payment Date	11/20/17
Due Date	1/5/18		

The calendar for November 2017 is displayed, with the date 11/20/17 selected. A green 'Continue' button is visible next to the calendar.

If you want to adjust the amount of the payment amount, click into the box as displayed below and change the amount:

The screenshot shows the 'Installment Payment' page with the 'Payment amount' field highlighted by a red box. The amount is 1,420.69. The payment date is 11/28/17. The 'Continue' button is highlighted in green.

**Please note that for installment payments you can utilize multiple payment methods. To do this, simply adjust the amount in the 'Payment amount' box prior to selecting 'Continue.'*

4. You will be directed toward the 'Payment Method' page where you can select to pay by a saved payment method already on file, a new electronic check, or with a credit card via PayPath.

The screenshot shows the 'Payment Method' page with the following information:

Amount	\$1,420.69
Method	Select Method Select Method Electronic Check (checking/savings) Credit Card via PayPath

The 'Electronic Check (checking/savings)' option is selected in the dropdown menu. A 'Back' button and a 'Cancel' button are visible. Below the dropdown menu, there is a note: '*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.'

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

** For credit card payments, a convenience fee of 2.75% with a \$3.00 minimum fee per transaction is charged.*

7. After selecting your payment method, review the information and submit the payment.

Installment Payment

Amount — Payment — Additional Items — Confirmation — Receipt

Please review the transaction details, agree to the terms and conditions, then submit your payment.

Payment Information	Paid To
Payment Amount: \$1,420.69 <input type="button" value="Change Amount"/>	Texas State University
Payment Date: 11/28/17 <input type="button" value="Calendar"/>	Confirmation Email
Selected Payment Method	Primary: bbc999@txstate.edu
WEBCHECK Account xxx305 Billing Address: Boko Bobcat <input type="button" value="Change Payment Method"/>	

By selecting the Submit Payment button, you are agreeing to the Terms and Conditions.

8. Once the payment has been submitted successfully, the following confirmation message should appear:

My Account Make Payment Payment Plans Refunds Help

Account Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Amount — Payment — Additional Items — Confirmation — Receipt

Payment Receipt

Your payment in the amount of \$1,420.69 was successful. A confirmation email was sent to: bbc999@txstate.edu. Please print this page for your records.

Payment date:	11/28/17
Amount paid:	\$1,420.69
Student name:	Boko Bobcat
Paid to:	Texas State University UNITED STATES
Account number:	xxx305
Name on account:	Boko Bobcat
Account Type:	Checking