13.5 How a student schedules their future payments

TBP Student/Payments tab/Make a Payment –
This is for students that do not sign up for auto withdraw at the time of payment plan enrollment

Click Pay Next Installment or Schedule button – Note you must schedule each installment separately. WATCH PAYMENT DATE: This is the date the payment will be debited to your credit card, checking, or savings account.
Complete payment amount field and payment date field. Click continue.

Select Payment method. You can use the saved payment methods or enter new payment information.

You can now see first payment has been scheduled, continue on to next installment to be scheduled.