ENROLLING IN THE PAYMENT PLAN

The fall payment plan is for the academic year. Double your charges & aid to include spring semester. **If you are graduating in December, double your charges & aid. Plan will be cancelled after fall is paid. For Lower Monthly Payments enroll in June, balance will be divided into 11 monthly payments. Enrollment July 1-31, balance will be divided into 10 payments: August 1 – due date, 9 payments.**

**Review your statement every month to make sure plan amount stays up to date.**

Plan may need to be adjusted after you receive your spring statement in December.

Go to www.today.milligan.edu
Click Self-Service on the top bar

Enter your User Name (The first characters of your Milligan e-mail before the @)

Enter User Name again & Password
If you have forgotten your password, click “Forgot your Password”

Roll over “Finances”, Click “Make A Payment’

*Do not use the “Statement” Link. To view a statement, click “Make A Payment”
*Finances tab does not include Anticipated Aid
You need your statement to enroll in the plan. You can use the statement mailed to you or click “Statements”. Click the icon under “View” to view and print your most recent statement.

Click “View Payment Plan Options” in the middle of the screen.

Click “Use Payment Plan Calculator”

Use your statement:

Double the Total Charges to include the estimated spring charges and enter amount

Double the Anticipated Credits to include the estimated spring aid and enter amount

**If you are an incoming student - Do NOT double the Enrollment Deposit**
The screen will show your monthly payments
Click “Enroll In Plan”

Review the monthly payments
Read and check box if you agree to Terms & Conditions, click “Continue”

The enrollment fee and first payment must be paid for the enrollment to be processed
Select Payment Method
*Every payment made with a credit or debit card will be charged a convenience fee
*Payments using a bank routing and account numbers are not charged a convenience fee

After entering the credit/debit card number or banking information, you have the option to save that form of payment for easier payments in the future

*If you use a credit or debit card, the service charge amount will be listed.

The screen below shows a payment using a bank routing & account number and is not charged a convenience fee. Review information and click “Pay_____” to complete the enrollment.

** You are not enrolled in automatic payments **
You can enroll in AutoPay and payments will be automatically made each month.
On the Overview Tab, click “Set Up AutoPay”