

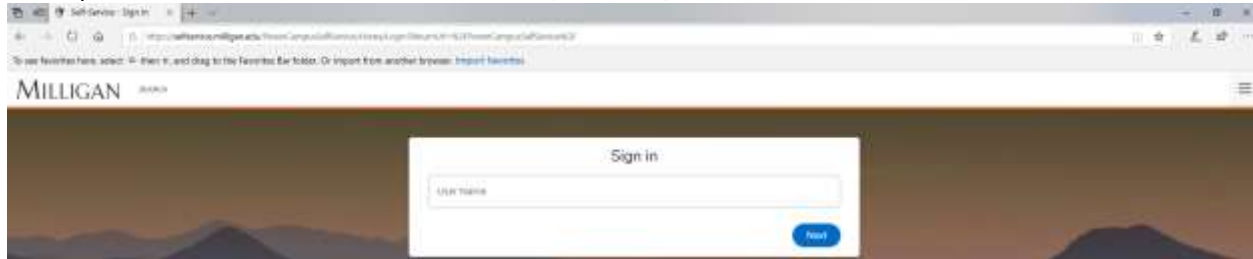
## ENROLLING IN THE PAYMENT PLAN

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](http://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 @)

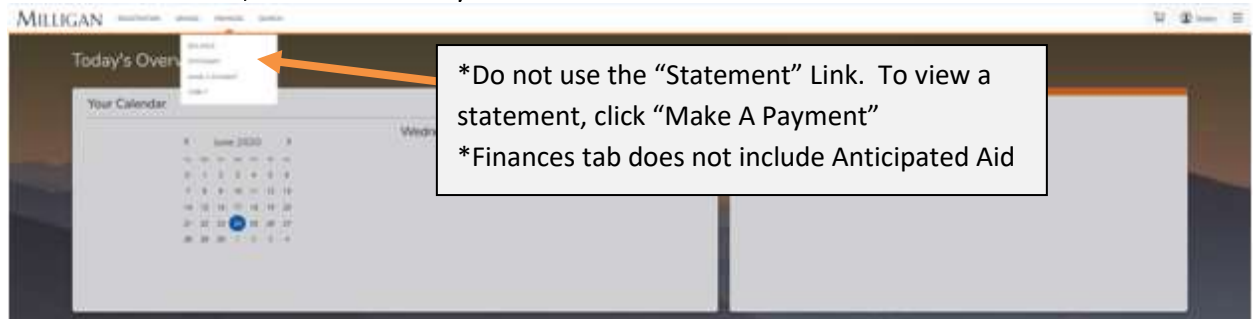


Enter User Name again & Password

If you have forgotten your password, click "Forgot your Password"

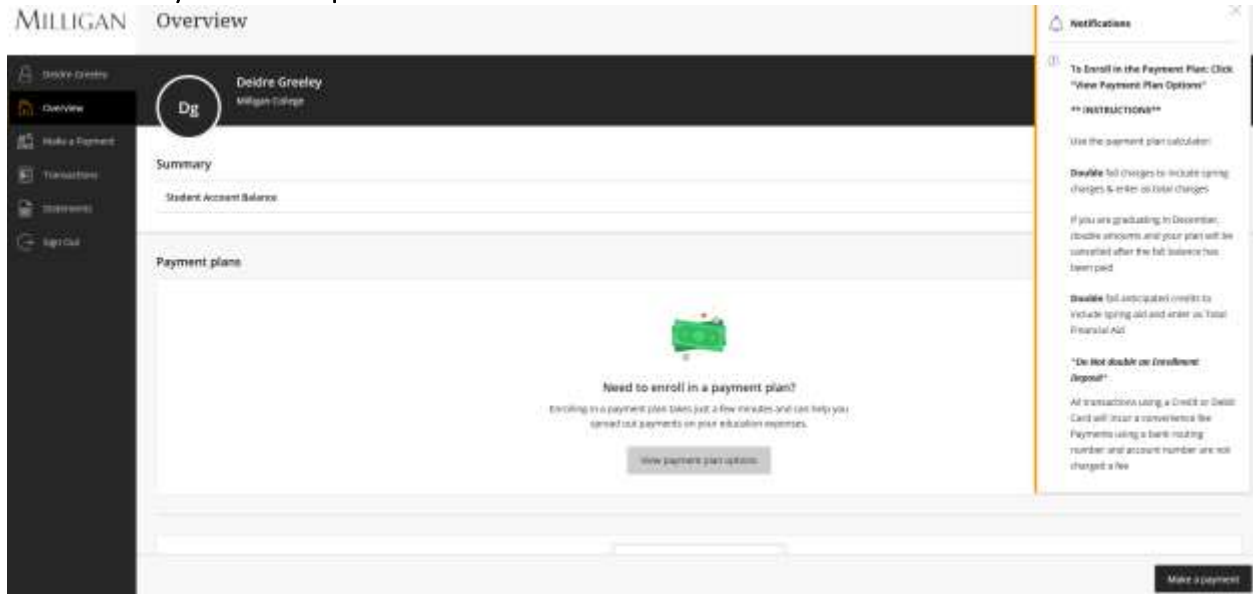


Roll over "Finances", Click "Make A Payment"

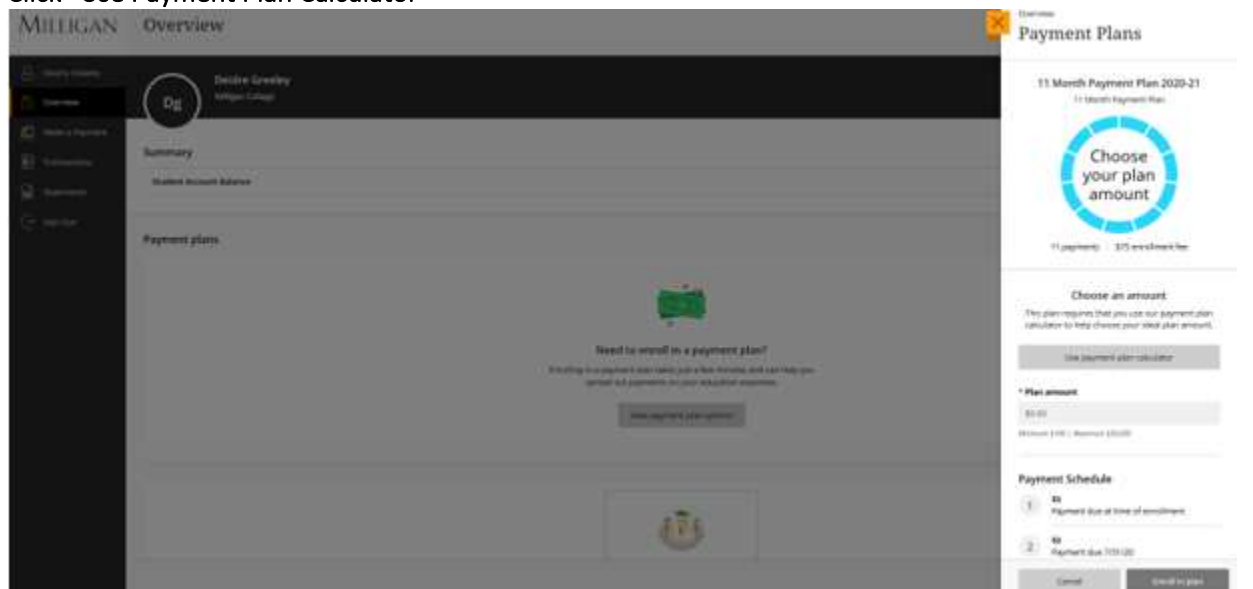


*You need your statement to enroll in the plan.* You can use the statement mailed to you or click “Statements”. Click the icon under “View” to view and print your most recent statement.

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

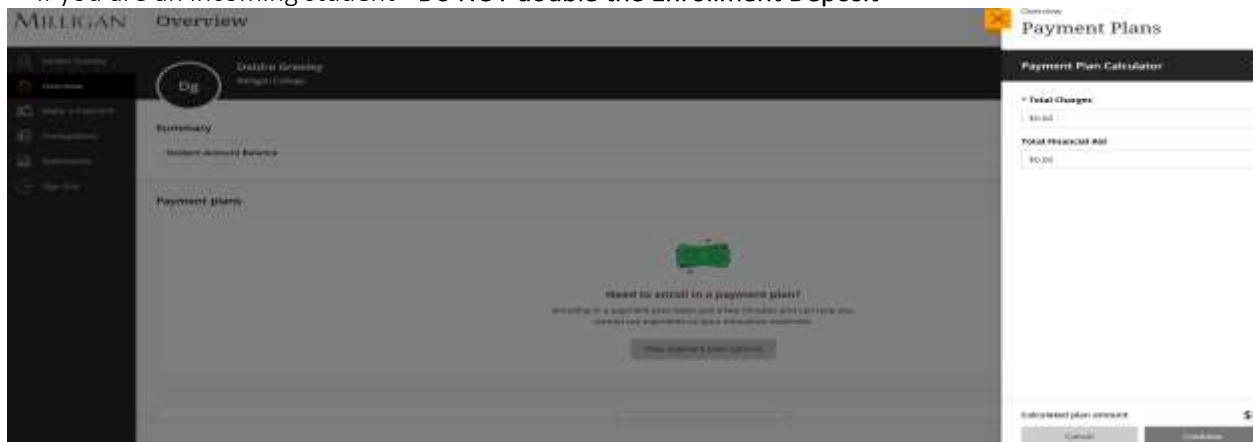


Click “Use Payment Plan Calculator”



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 screenshot shows the 'Payment Plan Enrollment' page. At the top, it displays a total amount of \$10,000, which is the amount to be repaid in 11 monthly payments of \$909.09. Below this, there is a section titled 'Payment Schedule' with a table listing 11 payments, each for \$909.09, starting from the enrollment date. A 'Terms and Conditions' section is visible at the bottom, with a checkbox for agreement. The 'Continue' button is highlighted.

The enrollment fee and first payment must be paid for the enrollment to be processed

This screenshot shows a summary of the payment plan. It lists the '11 Month Payment Plan 2020-21' with an enrollment fee of \$94.09. Below this, a circular graphic displays the monthly payment amount of \$909.09. At the bottom, a box indicates the total payment of \$909.09. The 'Continue' button is highlighted.

## 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

The screenshot shows the 'Payment Plan Enrollment' interface. At the top, it says 'Payment method'. Below that, it asks 'How would you like to pay?'. The 'Payment amount' is listed as '\$984.09'. There is a dropdown menu for 'Payment method' currently showing 'Cash'. Below the dropdown are icons for American Express, Discover, Mastercard, and Visa. At the bottom right, there are 'Cancel' and 'Continue' buttons.

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 screenshot shows a 'Service charge' section. It features a dollar sign icon followed by a greyed-out box. An orange arrow points from a text box on the right to this box. The text box contains: 'Service charge: 2.75% Domestic Cards, 4.25% International Cards'. Below the service charge information is a paragraph of fine print and a checkbox for terms and conditions. At the bottom right, there is a 'Continue' button.

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.

The screenshot shows the 'Review' screen with the heading 'Last step! Let's make sure we have your correct information.' It includes an email address field with 'dgreedy@trinet.com'. Below is a 'Summary' table and a 'Payment details' table.

Summary	
11 Month Payment Plan 2020-21; 11 Month Payment Plan	
Enrollment fee	\$75.00
First payment	\$909.09
<b>Total</b>	<b>\$984.09</b>

Payment details	
Account holder name	Debra Greedy
Account type	Checking
Routing transit number	264271380
Bank account number	****0223
Bank	HOME FEDERAL SAVINGS BK OF TENNESSEE, KNOXVILLE, TN

At the bottom right, there are 'Cancel' and 'Pay \$984.09' buttons.

**\*\* 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"