Enrolling in the Spring or Summer Payment Plan

The spring payment plan is 4 monthly payments, the summer plan is 3 payments. Enrollment can be done after you receive your statement. Enrollment must be completed by the statement due date. Review your statement every month to make sure plan amount stays up to date.

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

Enter your User Name

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”, then “Statement”
*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:

**Enter the Total Charges** Amount

**Enter the Anticipated Credits** (include a previous credit if applicable)

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 complete

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.

![Service charge: 2.75% Domestic Cards
4.25% International Cards](image1)

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.

![Payment method](image2)

** 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”