Making a Payment Against Installments

1. Log in to the Billing and Payment Site by visiting [www.sbs.txstate.edu](http://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.*

2. Click on the ‘Payment Plan’ tab or click on the payment plan description on the home page.
3. You can then either schedule your payment for a future date or immediately pay your next installment payment.

4. To immediately pay your installment select the ‘Pay Next Installment’ option. To schedule your installment, select the ‘Schedule’ option.

5. You will be directed to the ‘Amount’ page to verify the amount due and the payment date. If everything is correct, then select ‘Continue’.

*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.’
6. 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.

Payment Plan Installment Payment

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment method</th>
<th>Confirmation</th>
<th>Payment Receipt</th>
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</table>

Select Payment Method

- Payment amount: $1,337.60
- Payment method:

*Credit card payments are handled through PayPath II, 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, continue until the payment process is complete.