Manually Making a Payment Against Installments

1. Log in to the Billing and Payment Site by visiting www.sbs.txstate.edu and clicking on the maroon ‘PAY Tuition’ button. Log in utilizing the netID and password or Authorized user information.

*Students will need to click on the blue ‘Students: click this link to login’ link and then enter their netID and password. Authorized users only need to enter their email address and password.
**Students only:** The next screen will appear as the below. You will enter your netID and password and then click ‘Login.’

2. Click on the ‘Payments’ tab.

3. Select ‘Make a Payment.’
4. The total amount due on the account will populate. You will have to manually change the amount you wish to pay to the installment amount. Then select ‘Continue.’

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

*Please note that for installment payments you can use 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.

*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.