Scheduling Installment Payments

1. Log in to the Billing and Payment Site by visiting [www.sbs.txstate.edu](http://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. You can then either schedule or pay your installment payment.
4. To schedule your installment select the ‘Schedule’ option

*Please be sure you are selecting to pay the correct installment by reviewing the ‘Installment Description’ and/or ‘Due Date.’

5. You will be directed to the ‘Amount’ page to verify the amount you wish to pay and the payment date. The ‘Payment date’ will automatically populate as the installment due date; however, you can alter the ‘Payment date.’ 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. You can only utilize a saved payment method already on file or the electronic check payment option to schedule a payment.

7. After selecting your payment method, continue until the scheduling payment process is complete.

You can adjust or delete your scheduled payment at any time prior to the due date. This can be done by viewing your ‘Pending Payments’ under the ‘Payments’ tab.
Account Payment

Current balance includes activity since your last statement, including recent payments and new charges.
Balance: $2,592.72 Charges not included in a plan: $2,202.47

Make a Payment

Pending Payments
The payments listed below will be automatically completed on the dates shown.

<table>
<thead>
<tr>
<th>Payment Description</th>
<th>Payer</th>
<th>Payment date</th>
<th>Amount($)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014 Payment Plan - Installment 2 of 2</td>
<td></td>
<td>11/4/14</td>
<td>390.25</td>
<td>Edit</td>
</tr>
</tbody>
</table>