**Signing up for the payment plan**

Sign up for the Payment Plan on the SBS Touchnet payment site:

[https://secure.touchnet.com/C24322_tsa/web/login.jsp](https://secure.touchnet.com/C24322_tsa/web/login.jsp)

Log in with your netID and password and click on the **Payment Plans** tab:

At the **Payment Plan** screen, do the following:

1. Click **Enroll Now**.
2. Select the correct semester from the drop down menu.

3. Review terms of the plan and click **Continue** to schedule the plan.
4. Click **Display Schedule** to review down payment* and installment amounts.

5. If you are in agreement, check “I agree” and click **Continue**.
6. Select Payment Method and follow the prompts to make the down payment.

*Financial Aid and/or credits can be used towards your down payment. However, you must wait until after your aid is disbursed.*
7. Continue until payment process is complete and the following message is displayed:

Thank you, your enrollment in the Fall 2014 payment plan was successful.