

# How To Sign Up For A Payment Plan



**Cashnet**<sup>®</sup>  
a Blackboard<sup>®</sup> company



# Plan Options

## Semester

**5 Months / 5 Payments**

- *Covers just the semester bill*
- Fall semester plan runs from July 25<sup>th</sup> to November 25<sup>th</sup>
- Spring semester plan runs from December 25<sup>th</sup> to April 25<sup>th</sup>
- Minimal enrollment fee

## Full-Year

**10 Months / 10 Payments**

- *Covers full year bill*
- Runs from July 25<sup>th</sup> to April 25<sup>th</sup>
- Minimal enrollment fee
- *Note: If signing up for a full-year plan, be sure to double the amount from the fall*

# How To Sign Up For A Payment Plan



- Enrollment is web based only
- Online at <https://commerce.cashnet.com/paymentportal>
- Customer service can be reached at 1-877-821-0625 to assist with any questions



# Signing Up For A Plan Online



- Once on the Payment Plan website, go to “New Users and select the College of New Jersey”

\*If you are a returning customer please log in with your credentials\*

<b>Registered Users</b> Email Address <input type="text" value="Enter Email Address"/> Password <input type="password" value="Enter Password"/> <a href="#">Forgot your password?</a> <b>LOGIN</b>	<b>New Users</b> This site allows users to sign up for installment payment plans for students enrolled in any of our participating schools. School Name <input type="text" value="Select"/> <b>CONTINUE</b>
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- Select the plan you are interested in signing up for
- Enter credentials along with student’s PAWS ID #

**\*\*Be sure to sign up for the annual plan if you want to cover Fall & Spring\*\***

home   make payment   help   sign out

**The College of New Jersey**

Nancy Test

**7/25 5 Pay Fall- Undergraduates Only**

What is the total amount you want to divide into installments?  \*

Cancel   Continue

# Signing Up For A Plan Online



- After entering the plan amount, it will calculate how much you owe each month

\*\*If you sign up for an annual plan be sure to double the amount to cover both semesters\*\*

- In the next step you will need to provide students date of birth, graduation year and phone # click “Continue”

**7/25 5 Pay Fall- Undergraduates Only**

*Date of Birth (MM/DD/YYYY):	<input type="text"/>
*Year of Graduation:	<input type="text"/>
*Phone Number (XXX-XXX-XXXX):	<input type="text"/>

# Signing Up For A Plan Online



- Enrollment fee and any missed payments must be paid at time of enrollment
- Select method of payment and click “Continue”

**7/25 5 Pay Fall- Undergraduates Only**

The following items must be paid now to enroll in the 7/25 5 Pay Fall- Undergraduates Only:

Enrollment Fee	\$25.00
Missed installments	\$1,000.00
<b>Total</b>	<b>\$1,025.00</b>

Which payment method would you like to use to pay this?

**New Payment Methods**

Credit Card

Electronic Check

I do not want to pay the fee; please cancel my enrollment in the plan.

# Signing Up For A Plan Online



- Enter banking information and click “Continue”

**IMPORTANT:** Do not attempt to use credit card cash advance checks, brokerage account checks, or any check marked "Do Not Use for ACH". Your debit or credit card number will NOT work. You will need to enter your bank account number.

**Only checks from regular checking accounts at U.S. domestic banks (including most credit unions) may be used for electronic check payments. Be sure to copy the routing/transit and account numbers very carefully from your check. If you enter incorrect values, or if you attempt to use a check that is not from a regular U.S. domestic bank checking account, your electronic check will be returned.**

**If you are unsure of whether or not your check can be used or what routing/transit and account numbers to enter, call your bank, ask them if your account can be used for ACH, and verify the correct numbers to use.**

Bank Account Number

\*

Confirm Bank Account Number

Account Type\*

Checking  Savings

Routing Transit Number

\*

[What are my Routing Transit and Account Numbers?](#)

Account Holder Name

\*

Email Address

\*

(Optional) Please provide a name for this payment method to be saved for future use:

ex: 'MyChecking'

Cancel

Continue

# Signing Up For A Plan Online



- Verify enrollment fee and first payment , then click “Submit Payment”

## 7/25 5 Pay Fall- Undergraduates Only

A confirmation email will be send to the student's email address. Monthly installment reminders will be send to the email address entered by the payer during the payment plan enrollment process.

Account Holder Name:	NANCY TEST
Account Number:	XXXXXX6789
Account Type:	Checking
Routing Transit Number:	221271951
Bank:	SPENCER SAVINGS BANK, SLA, ELMWOOD PARK, NJ
Date of Birth (MM/DD/YYYY):	02/14/1999
Year of Graduation:	2024
Phone Number (XXX-XXX-XXXX):	123-456-7890
Email Address:	wall@tcnj.edu
Amount:	\$1,025.00

Cancel

Submit Payment



# Signing Up For A Plan Online



- Payment confirmation for enrollment
- You will have the opportunity to enroll in automatic payments and validate the payment information

You are now enrolled in the 7/25 5 Pay Fall- Undergraduates Only. Your next installment of \$1,000.00 will be due on 8/25/2018.

Your payment for the Enrollment Fee has been accepted. Your receipt number for this is 235 and the amount paid is \$25.00.

Since you are enrolling after the normal starting date, payment for the installments you have missed has also been accepted. Your receipt number for this is 234 and the amount paid is \$1,000.00.

A receipt has been emailed to wall@tcnj.edu.

You will be notified when each installment is billed by an email sent to wall@tcnj.edu.

**With this plan you have the ability to set up automatic payments to ensure that you don't miss out on any due dates! Would you like to set up automatic payments?**

#### **New Payment Methods**

- Yes, use the same payment information and email address I entered for the Enrollment Fee.
- Yes, credit Card
- Yes, electronic Check
- No, I do not want to automatically pay.

Continue

# Signing Up For A Plan Online



- Confirmation of auto pay set up

\*There is a 2.45% processing fee for using a credit card\*

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Please review the information below. To complete your enrollment in the automatic payment plan, click on 'Submit' below.

Automatic Payment Date	Amount
08/25/2018	\$1,000.00
09/25/2018	\$1,000.00
10/25/2018	\$1,000.00
11/25/2018	\$1,000.00

Account Holder Name: 221271951  
Account Number: XXXXXX7890  
Account Type: Checking  
Routing Transit Number: 221271951  
Bank: SPENCER SAVINGS BANK, SLA, ELMWOOD PARK, NJ  
Email Address: wall@tcnj.edu

# Signing Up For A Plan Online



- Completion of the enrollment process will produce an email confirmation indicating the enrollment process was successful.

## 7/25 5 Pay Fall- Undergraduates Only

You are now enrolled in the 7/25 5 Pay Fall- Undergraduates Only. Your first automatic payment will be for \$1,000.00 on 8/25/2018. A confirmation will be sent to the email address(es) you have submitted.

[Return to Home](#)



# Additional Payment Plan Information



- Payments are due on the 25<sup>th</sup> of each month
  - No interest
- No credit check or co-signer needed; this is NOT a loan
- To adjust your plan you may contact customer service (by phone or online) or contact TCNJ's Payment Plan Representative directly at **(609) 771-3145** or **paymentplan@tcnj.edu**

\*Plan increases can be done online only\*

