Adjusting Your Payment Plan Budget
1. Log into Webcat or Parent Portal*
   a) In Webcat, under “Billing” tab, click “View Account/Pay Bill”
   b) In Parent Portal, click “Account Summary”

*Contact the IT Helpdesk for assistance with your log in, or if you have forgotten your password (603-862-4242)
Adjusting Your Payment Plan Budget

2. Click “Make One-time Payment to UNH/ Setup Monthly Payment Plan”
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3. Click “Payment Plan”
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4. Click “Payment Plan”
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5. Click on the “Agreement ID#”
6. Scroll to “Payment Plan Installments” and click “Adjust Balance”
7. Choose whether you want to zero-out the remainder of the plan. Any unpaid amount will be a balance due on the student account.

Or, increase/decrease the entire plan by the amount you type in the box.

8. Click Continue