Enrolling In A Payment Plan

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)
Enrolling In A Payment Plan

2. Click “Monthly Payment Plan”
Enrolling In A Payment Plan

3. Click “Payment Plan”
4. Select semester plan and click “Sign Up for New Payment Plan”
5. Adjust your payment plan by adjusting the available fields, then click “Continue”
6. Review your payment plan

<table>
<thead>
<tr>
<th>Options</th>
<th>SELECT</th>
<th>TOTAL BALANCE</th>
<th>DOWN PAYMENT (DUE TODAY)</th>
<th>ENROLLMENT FEE (DUE TODAY)</th>
<th>ADJUSTED BALANCE</th>
<th>NUMBER OF INSTALLMENTS</th>
<th>FIRST INSTALLMENT MONTH</th>
<th>PAYMENT DATE</th>
<th>INSTALLMENT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Plan Options</td>
<td>🟢</td>
<td>$19,144.26</td>
<td>$3,828.85 (20%)</td>
<td>$50.00</td>
<td>$15,315.41</td>
<td>4</td>
<td>August</td>
<td>1st</td>
<td>$3,828.85</td>
</tr>
</tbody>
</table>

Payment Processing

- Each installment will be automatically deducted from the account you authorized while enrolling in this payment plan.
- You will be sent a reminder email message before your installment is automatically deducted.
- Installments will be automatically deducted. If a payment date falls on a weekend, the payment will be scheduled for processing the next business day.
7. Select a security question and answer
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8. Select a payment method and click “Continue”

9. Follow remaining prompts to complete payment plan setup