

## Instructions for setting up a payment plan.

1. Login to the Authorized Users Portal
2. Underneath the NJIT logo - click on the Payment Plans tab
3. Click on Enroll now
4. Select the current Term
5. Term and Conditions display - click Continue
6. Click Display Payment Schedule
  - a. Here at the bottom of the page you can set up auto payments
7. Click Continue
8. Select your payment method from the Drop Down List
9. Enter payment information
10. Payment Plan Terms and Agreement Displays - check the I Agree box
11. Click Continue
12. Payment Receipt will display