Creating a Documentary Filmmaking Payment Plan in eBill

Log into GWEB

"Click" on Student Records and Registration
“Click” on Student Accounts Menu

Image of the Student Records & Registration Menu with a red arrow pointing to the Student Accounts option.

“Click” on Student Account eBill

Image of the Student Accounts Menu with a red arrow pointing to the eBill option.
“Click” the Enroll in Payment Plan button on the home page

“Select” the correct Spring term from the drop-down menu, then click the ‘Select’ button
“Click” the Select button for the Documentary Filmmaking plan

You are not yet enrolled in a payment plan for the current term. To enroll in a payment plan, select Enroll Now.

Select Term: Spring 2018

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Setup Fee</th>
<th>Required Down Payment</th>
<th>Installments</th>
<th>Late Payment Fee</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 18 - Tier 2</td>
<td>$30.00</td>
<td>20%</td>
<td>4</td>
<td>$0.00</td>
<td>Select</td>
</tr>
<tr>
<td>Documentary Filmmaking</td>
<td>$30.00</td>
<td>$5,134.00</td>
<td>3</td>
<td>$0.00</td>
<td>Select</td>
</tr>
</tbody>
</table>

“Enter” the tuition amount for the Documentary Filmmaking certificate in the ‘Tuition’ box, then click the ‘Update Schedule’ button.
“Click” the Continue button

![Image of payment schedule]

“Select” a saved payment method or create a new payment method via ACH or credit card (Payments will be automatically deducted from your payment method on the scheduled due dates. 2.75% PayPath Payment Service Fee applies to all credit card payments.)

![Image of payment method selection]

*Electronic Check - Payments can be made from a personal checking or savings account.*
“Review” the payment plan agreement terms (you will need to scroll down to the bottom of the page)

Payment Plan Agreement

- You must scroll through the full agreement and select “I agree” to continue.
- By agreeing and continuing, you will also be submitting a payment today of $5,164.00 as a part of your enrollment.

Please read the following agreement carefully before you continue.

<table>
<thead>
<tr>
<th>Annual Percentage Rate</th>
<th>The cost of your credit as a yearly rate.</th>
<th>0.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup Fee</td>
<td>The dollar amount the credit will cost you, including all fees.</td>
<td>$30.00</td>
</tr>
<tr>
<td>Amount Financed</td>
<td>The amount of credit provided to you or on your behalf.</td>
<td>$7,701.00</td>
</tr>
<tr>
<td>Total of Payments</td>
<td>The amount you will have paid after you have made all payments as scheduled.</td>
<td>$7,731.00</td>
</tr>
</tbody>
</table>

“Click” the checkbox to agree to the terms and conditions

Installment 1 in the amount of $2,567.00 due on 1/10/18.
Installment 2 in the amount of $2,567.00 due on 2/10/18.
Installment 3 in the amount of $2,567.00 due on 3/10/18.

This agreement is dated Friday, November 17, 2017.
For fraud detection purposes, your internet address has been logged: 128.164.106.55 at 11/17/17 2:59:00 PM EST

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact sao@gwu.edu.

Print and retain a copy of this agreement.
Please check the box below to agree to the terms and continue.

☐ I agree to the terms and conditions.

“Click” the Continue button to enroll in the plan

☐ I agree to the terms and conditions.