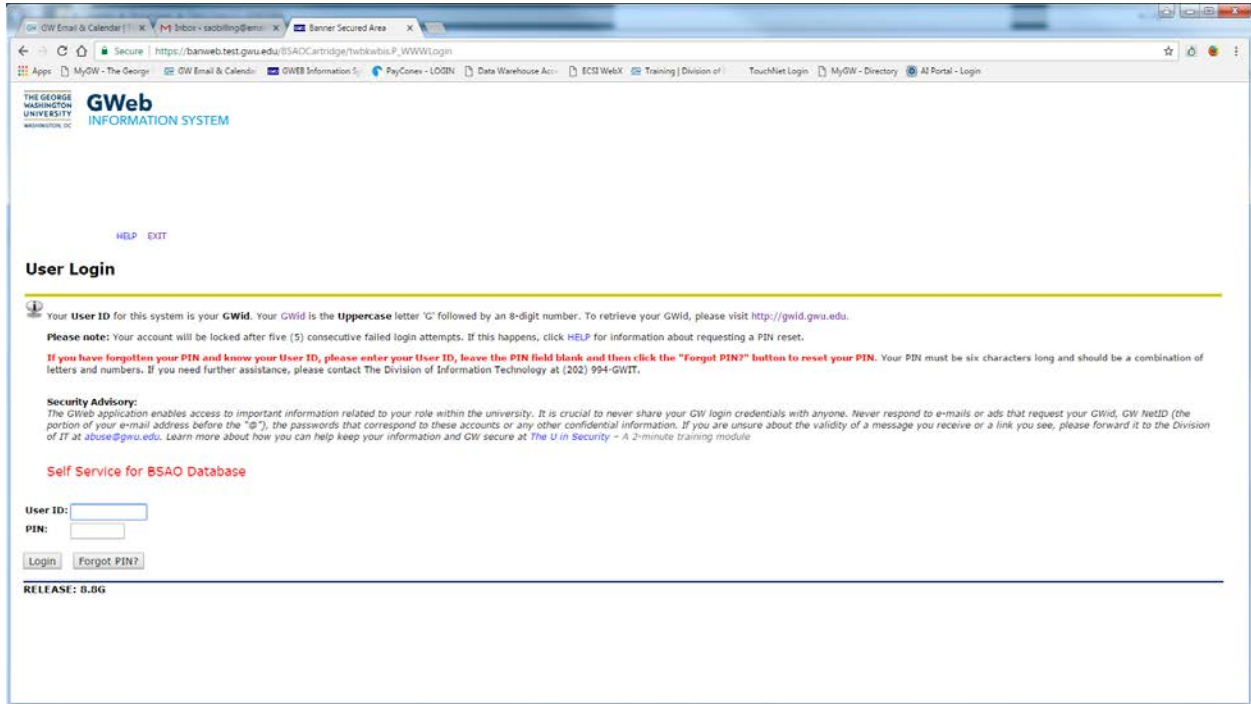
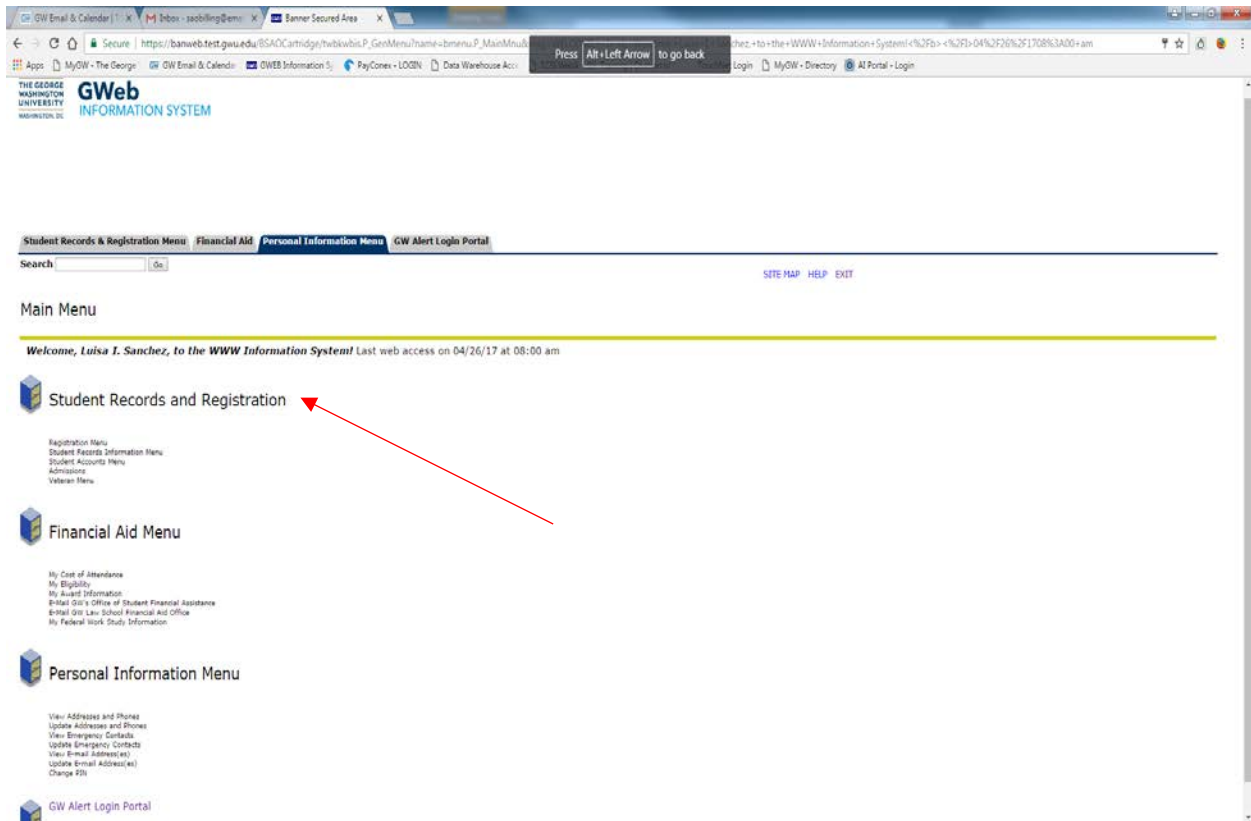


Creating a Documentary Filmmaking Payment Plan in eBill

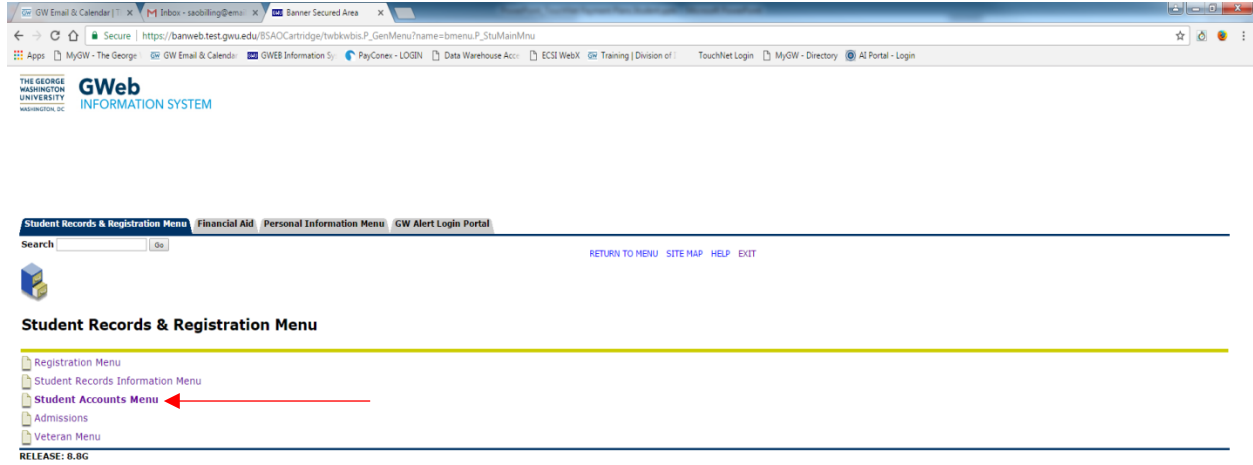
Log into GWEB



"Click" on Student Records and Registration

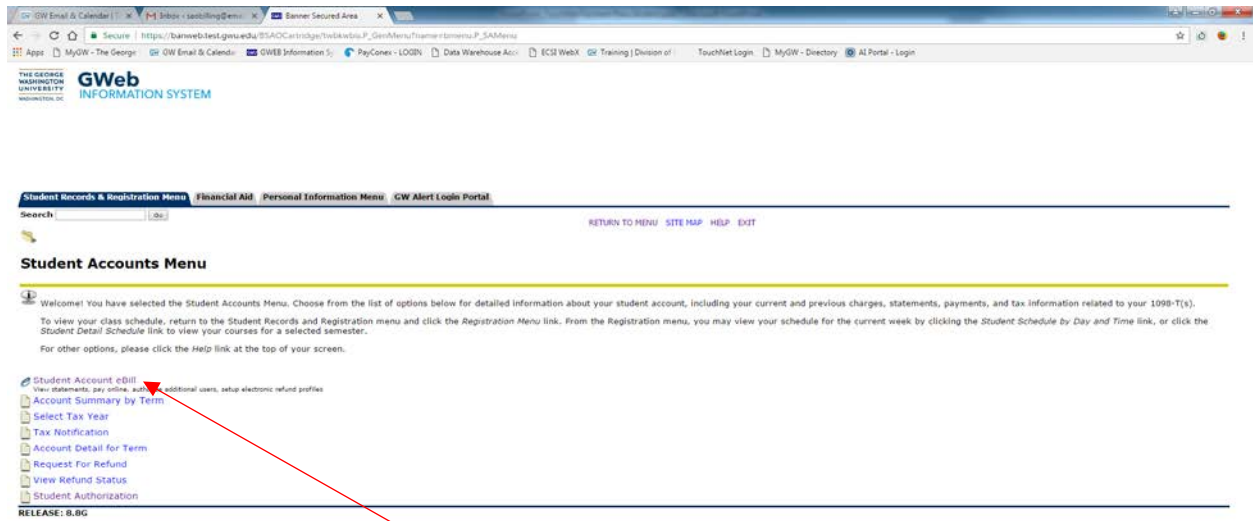


“Click” on Student Accounts Menu



The screenshot shows a web browser window with the URL https://banweb.test.gwu.edu/BSAOCartridge/twkbkwbis_P_GenMenu?name=bmenu_P_StuMainMenu. The page header includes "THE GEORGE WASHINGTON UNIVERSITY INFORMATION SYSTEM" and navigation links for "Student Records & Registration Menu", "Financial Aid", "Personal Information Menu", and "GW Alert Login Portal". A search bar and utility links like "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are present. The main content area is titled "Student Records & Registration Menu" and contains a list of links: "Registration Menu", "Student Records Information Menu", "Student Accounts Menu", "Admissions", and "Veteran Menu". A red arrow points to the "Student Accounts Menu" link. Below the list is a "RELEASE: 8.8G" label.

“Click” on Student Account eBill



The screenshot shows the "Student Accounts Menu" page. The URL is https://banweb.test.gwu.edu/BSAOCartridge/twkbkwbis_P_GenMenu?name=bmenu_P_SAASMenu. The page header is identical to the previous screenshot. The main content area is titled "Student Accounts Menu" and contains a welcome message: "Welcome! You have selected the Student Accounts Menu. Choose from the list of options below for detailed information about your student account, including your current and previous charges, statements, payments, and tax information related to your 1098-T(s). To view your class schedule, return to the Student Records and Registration menu and click the Registration menu link. From the Registration menu, you may view your schedule for the current week by clicking the Student Schedule by Day and Time link, or click the Student Detail Schedule link to view your courses for a selected semester. For other options, please click the Help link at the top of your screen." Below the message is a list of links: "Student Account eBill", "Account Summary by Term", "Select Tax Year", "Tax Notification", "Account Detail for Term", "Request For Refund", "View Refund Status", and "Student Authorization". A red arrow points to the "Student Account eBill" link. Below the list is a "RELEASE: 8.8G" label.




“Click” the Enroll in Payment Plan button on the home page

The screenshot shows a student account dashboard. At the top is a blue navigation bar with links for 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. Below this is a 'Student Account' section with the ID 'xxxxx9977' and a balance of '-\$2,325.70'. Three buttons are visible: 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. A red arrow points to the 'Enroll in Payment Plan' button. To the right is a 'My Profile' sidebar with icons for 'Author', 'Payme', 'Electro', 'Auto B', and 'Notific'.

“Select” the correct Spring term from the drop-down menu, then click the ‘Select’ button

The screenshot shows a payment plan selection screen. At the top is a blue navigation bar with links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. Below this are three main steps: 'Select', 'Schedule', and 'Agreement'. A yellow message box states: 'You are not yet enrolled in a payment plan for the current term. To enroll in a payment plan, select Enroll Now.' Below the message is a 'Select Term' dropdown menu with options: 'Select Term', 'Spring 2018', and 'Fall 2017'. A red arrow points to the 'Spring 2018' option. To the right of the dropdown is a 'Select' button.


“Click” the Select button for the Documentary Filmmaking plan

 Select  Schedule  Agreement

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

Select Term

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
Spring 18 - Tier 2	\$30.00	20%	4	\$0.00	<input type="button" value="Details"/> <input type="button" value="Select"/>
Documentary Filmmaking	\$30.00	\$5,134.00	3	\$0.00	<input type="button" value="Details"/> <input type="button" value="Select"/>



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

Documentary Filmmaking

Please estimate all charges and credits to be included in the payment plan.



Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition (\$12,835)	12835	

Balance: 0.00

Required down payment

Additional down payment



“Click” the Continue button

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition (\$12,835)	12835.00	
Balance: 12,835.00		
Required down payment	5134.00	
Additional down payment	0.00	

Payment Schedule		
Description	Due Date	Amount(\$)
Setup fee	Due now	30.00
Down payment	Due now	5,134.00
Installment 1	1/10/18	2,567.00
Installment 2	2/10/18	2,567.00
Installment 3	3/10/18	2,567.00
Total of installments: 7,701.00		
Total due now: 5,164.00		

“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.)

Select — Schedule — Payment — Agreement

This plan requires scheduled payments.

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Select Method

Amount: Method:

*Credit card payments are handled through PayPath®, a tuition payment service.

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

“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.

Print Worksheet

Print Agreement

Back

Cancel

Continue

“Click” the Continue button to enroll in the plan

I agree to the terms and conditions.

Print Worksheet

Print Agreement

Back

Cancel

Continue