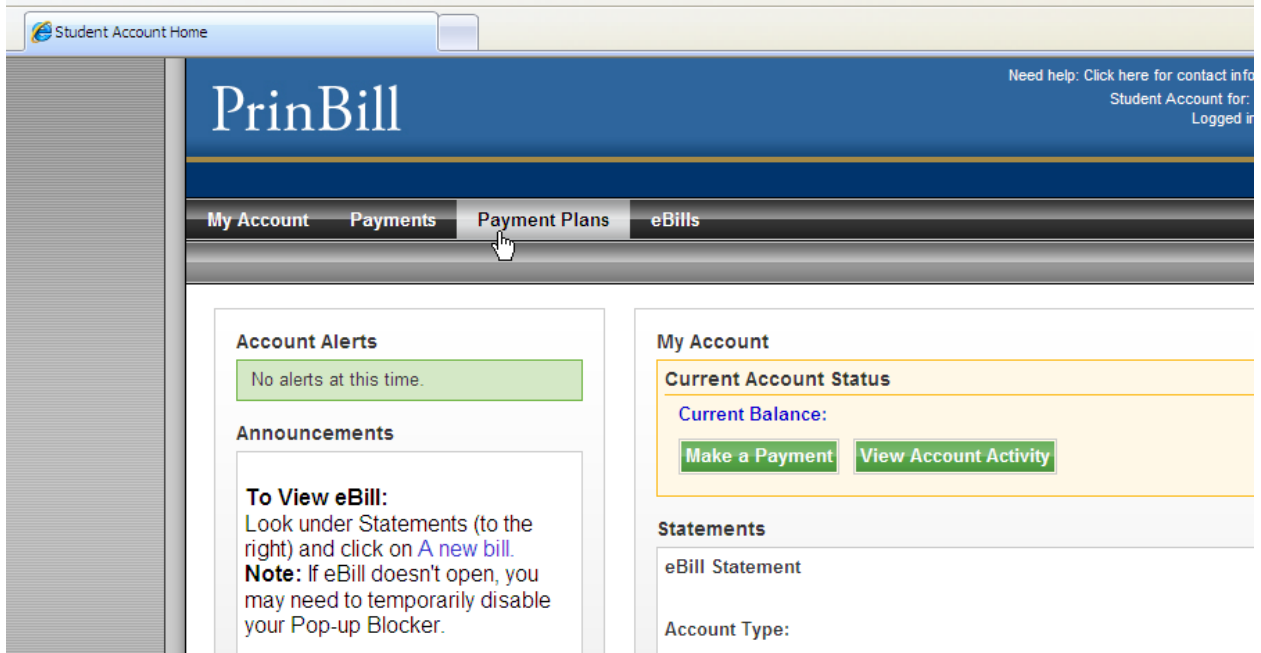


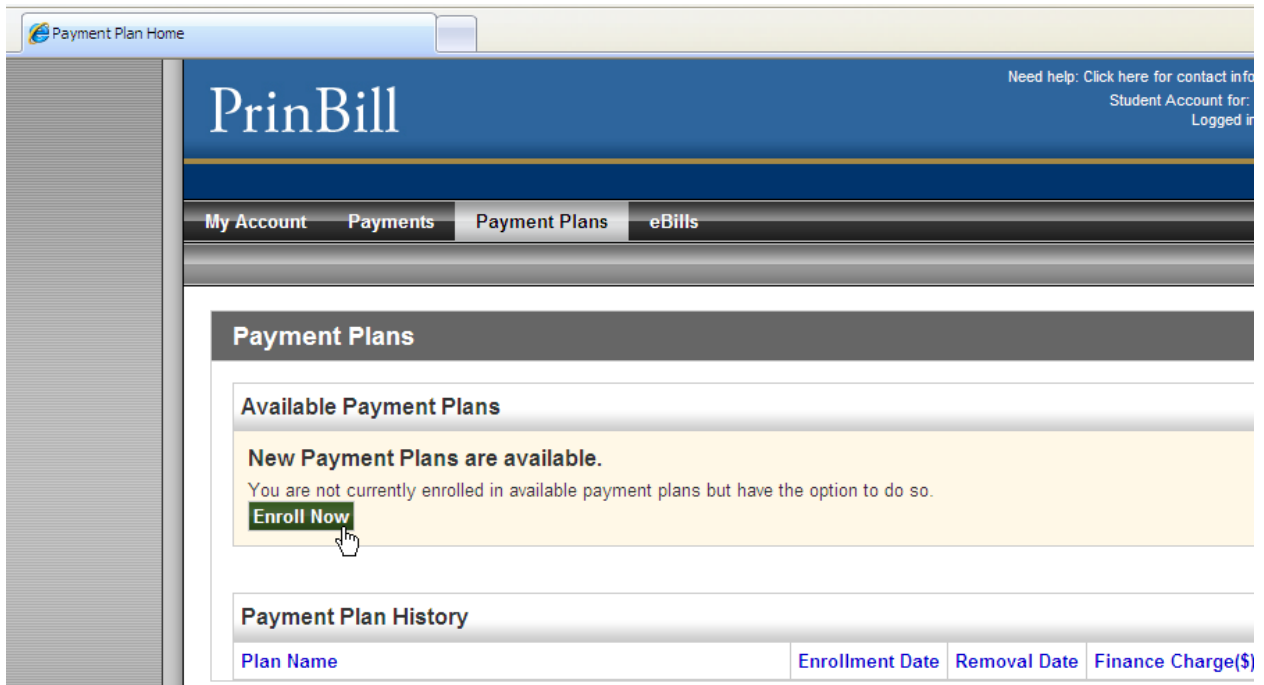
How to Enroll in the College Fall 2011 Payment Plan

Log in to PrinBill at www.prinbill.com using your Student SSB ID and password, or your Authorized User email and password.

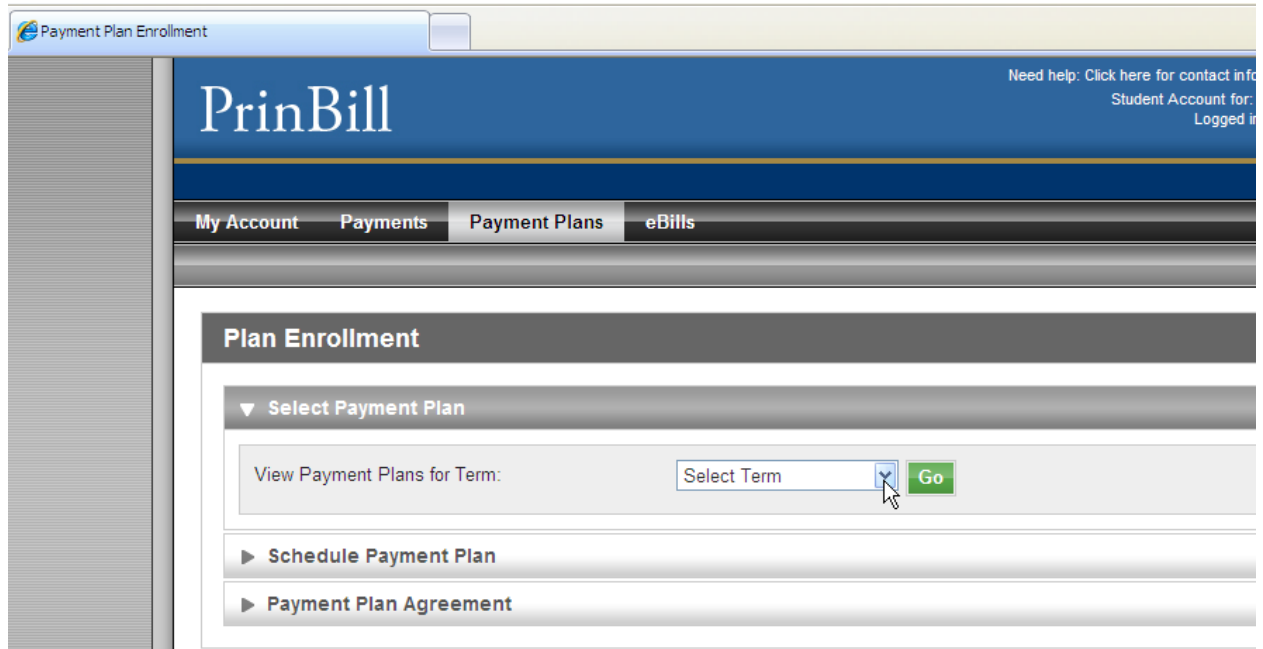
When you are on the Student Account Home Page click on the "Payment Plans" tab.



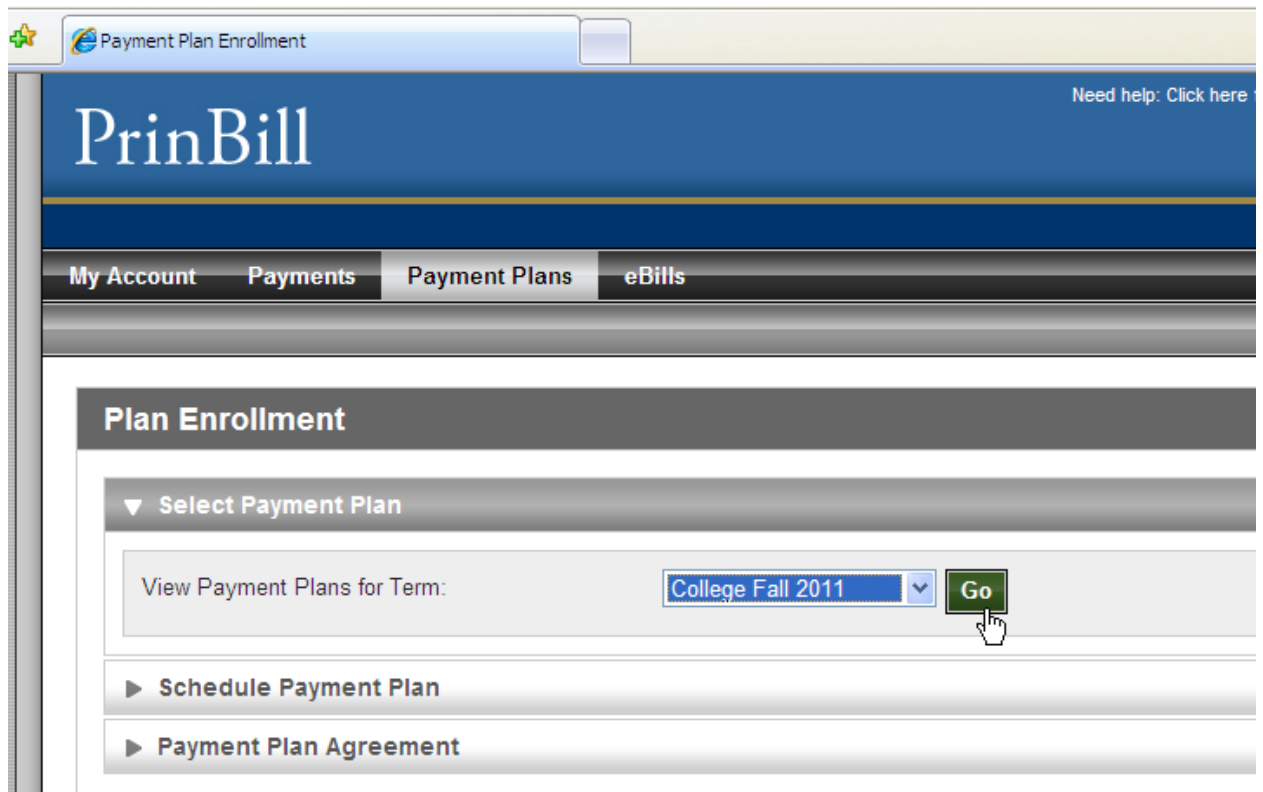
Click on "Enroll Now".



Click on the blue arrow for the drop down menu. Select the College Fall 2011 Term.



Then Click Go.



View the plan description and then click "Continue".

The screenshot shows a web interface with a navigation bar at the top containing 'My Account', 'Payments', 'Payment Plans', and 'eBills'. The main content area is titled 'Plan Enrollment' and features a 'Select Payment Plan' section. Below this, there is a search box for 'View Payment Plans for Term:' with a dropdown menu set to 'College Fall 2011' and a 'Go' button. The selected plan is the 'College Fall 2011 Payment Plan', with a description stating it divides semester charges over four months. Below the description is a 'College Fall 2011 Payment Plan Details' section with the following information:

Term(s):	College Fall 2011
Enrollment deadline:	8/15/11
Scheduled payments:	Optional
Setup fee:	\$0.00
Minimum down payment:	\$0.00
Number of payments:	4
Payment frequency:	Fixed Dates

At the bottom of the details section are two buttons: 'Continue' (which is highlighted with a mouse cursor) and 'Cancel'. Below the buttons are two expandable sections: 'Schedule Payment Plan' and 'Payment Plan Agreement'.

Review your charges and credits, and then click "Display Payment Schedule".

This screenshot shows the same 'Plan Enrollment' page, but with the 'Schedule Payment Plan' section expanded. It contains a yellow warning box with the text: "Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#). Please review your payment schedule carefully before completing your enrollment."

Below the warning box is a section titled 'Eligible Charges and Credits' which contains a table with the following columns: 'Description', 'Charges(\$)', 'Credits(\$)', and 'Down Payment(\$)'.

Description	Charges(\$)	Credits(\$)	Down Payment(\$)
-------------	-------------	-------------	------------------

Eligible Charges and Credits	
Description	Charges(\$)
Tuition, Room, Meals	
Down payment	

[Display Payment Schedule](#)
[Prior Step](#) [Cancel](#)

▶ [Payment Plan Agreement](#)

Review your beginning monthly installment amounts. Scroll to the bottom of the page.

***** AUTOMATED PAYMENT CHOICE******

Here is where you can select to have your monthly installment payments process automatically on the 26th of each month for four months. Choose “Yes” if you’d like to automate your installments from a personal checking or savings account. Credit card payments cannot be automated. Choose “No” if you would like the flexibility to pay with other payment methods or control the date of your payment.

If you choose “No”, click on the radio button by your choice, and click “Continue”. You will proceed to the Payment Plan agreement screens below.

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

 No, I don't want to set up payments. I will come back and make each payment on or before the due date.

[Continue](#) [Prior Step](#) [Cancel](#)

▶ [Payment Plan Agreement](#)

If you choose “Yes” and press “Continue” you will need to select your payment method before continuing to the Payment Plan Agreement.

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

 No, I don't want to set up payments. I will come back and make each payment on or before the due date.

[Continue](#) [Prior Step](#) [Cancel](#)

▶ [Payment Plan Agreement](#)

If you have a saved payment method it will be available in the drop down Payment Method menu.

Plan Enrollment

▶ **Select Payment Plan**

▶ **Schedule Payment Plan**

▼ **Select Payment Method**

You have selected to schedule future payments. The payment method you select will be used to pay your plan fees which are due now, if any. Future installments will be paid using the same payment method, by this system, on the date they are due. 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 scheduled payments will adjust accordingly.

Select Payment Method

Since you have selected to schedule installments, you cannot use a credit card as a payment method. Please use checking/savings account or go back and select "No, I don't wish to schedule payments."

Payment Method

Select Payment Method ▼

Or, you may continue without selecting a payment method.
 Your future installment payments will NOT be scheduled for automatic payment.
 You will be responsible for making all payments on time, through this system, or by other means.

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

▶ **Payment Plan Agreement**

Select your saved payment method, or save a new payment method. Follow the prompts to continue through the process.

Carefully read all Payment Plan Agreement pages, and print them for your records. Check the "I agree" boxes, choose "Continue" to advance to each new page.

My Account
Payments
Payment Plans
eBills

Plan Enrollment

▶ **Select Payment Plan**

▶ **Schedule Payment Plan**

▶ **Select Payment Method**

▼ **Payment Plan Agreement**

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$0.00


For fraud detection purposes, your internet address has been logged.
12.29.151.194 at 8/3/11 9:32:37 AM CDT

To revoke this authorization agreement you must contact PrinBill@Principia.edu.
Print and retain a copy of this agreement.
Please check the box below to agree to the terms and continue.

I Agree

[Print Agreement](#) [Continue](#) [Prior Step](#) [Cancel](#)

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To revoke this authorization agreement you must contact PrinBill@Principia.edu.

I agree to the above terms and conditions.

[Print Agreement](#) [Continue](#) [Prior Step](#) [Cancel](#)

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When you have completed the enrollment process you will receive a “Payment Receipt”

Payment Receipt

PrinBill

Need help: [Click here for contact info](#)
Student Account for: _____
Logged in as: _____

[My Account](#) [Payments](#) [Payment Plans](#) [eBills](#)

[Account Payment](#) [Payment History](#)

Payment Receipt

Thank you. Your changes have been saved.
Your enrollment in School 2011-2012 Payment Plan was processed successfully.

For security reasons this page has expired.

[Back to Payments](#)

PrinBill will also send you a confirmation email.

THANK YOU!!