

How to Enroll in the School 2011-2012 Payment Plan

Log in to PrinBill using your Authorized User email and password.

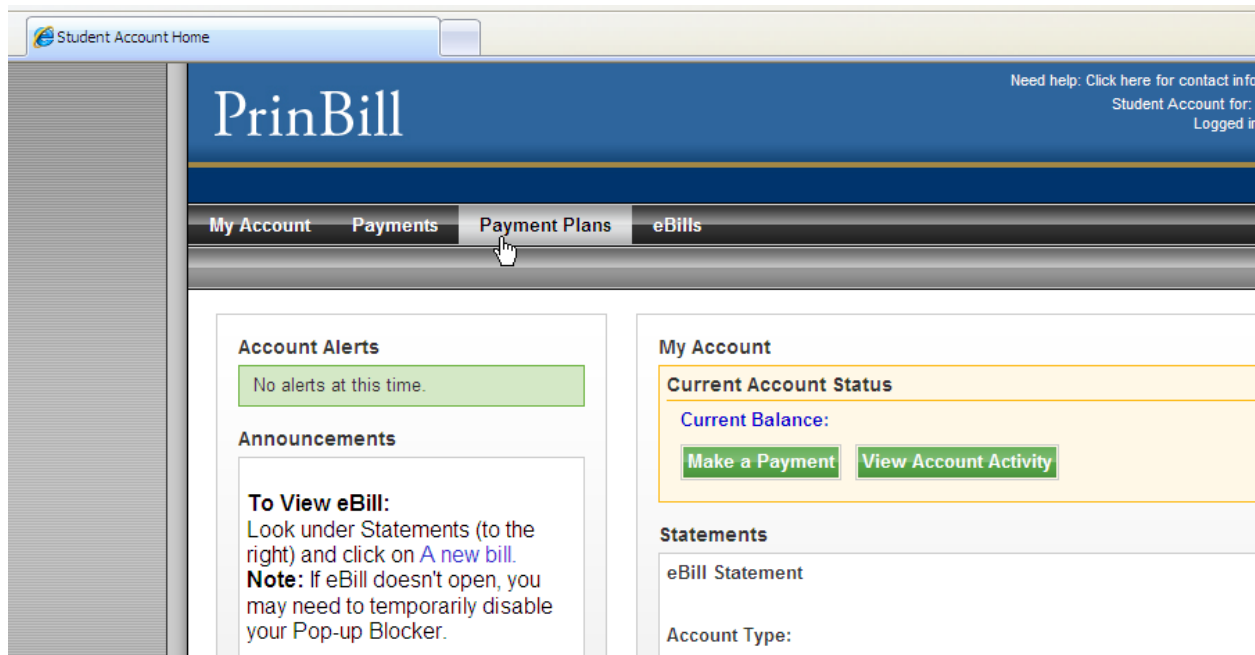
Accessing PrinBill as an Authorized User:

1. Go to www.PrinBill.com.
2. Click on the Authorized User Login button.
3. In the lower box for Authorized Users, type your e-mail address.
4. Enter your password, and proceed to view account activity.

If you forgot your password:

1. Go to www.PrinBill.com.
2. Click on the Authorized User Login button.
3. In the lower box for Authorized Users, type your complete e-mail address in the email field
4. Click on 'password hint' to give you a clue about your password.
5. If you would like the password emailed to you, click on the last part, to have your password 'e-mailed to you'. This will generate an email with your password, sent to your email address.

When you are on the Student Account Home Page Click on the “Payment Plans” tab.



Click on "Enroll Now".

Payment Plan Home

PrinBill

Need help: Click here for contact info
Student Account for:
Logged in

My Account Payments Payment Plans eBills

Payment Plans

Available Payment Plans

New Payment Plans are available.
You are not currently enrolled in available payment plans but have the option to do so.

Enroll Now

Payment Plan History

Plan Name	Enrollment Date	Removal Date	Finance Charge(\$)
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Click on the blue arrow for the drop down menu. Select the STL School 2011-2012 Term.

Payment Plan Enrollment


PrinBill

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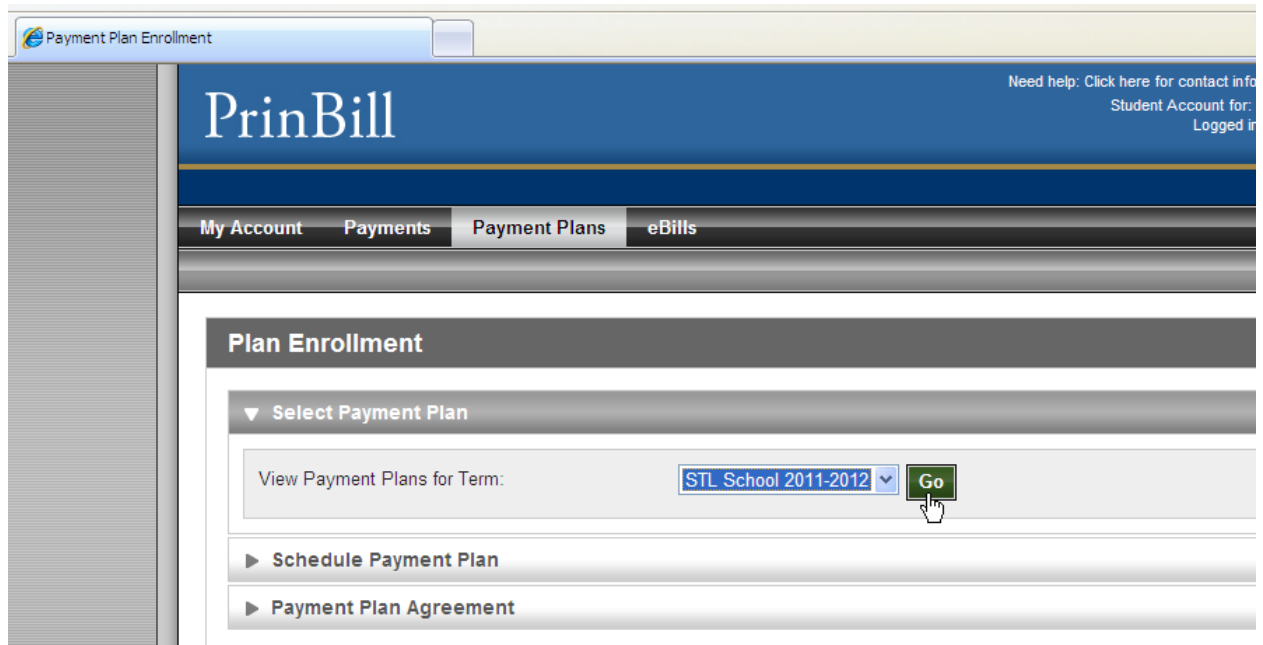
Plan Enrollment

▼ Select Payment Plan

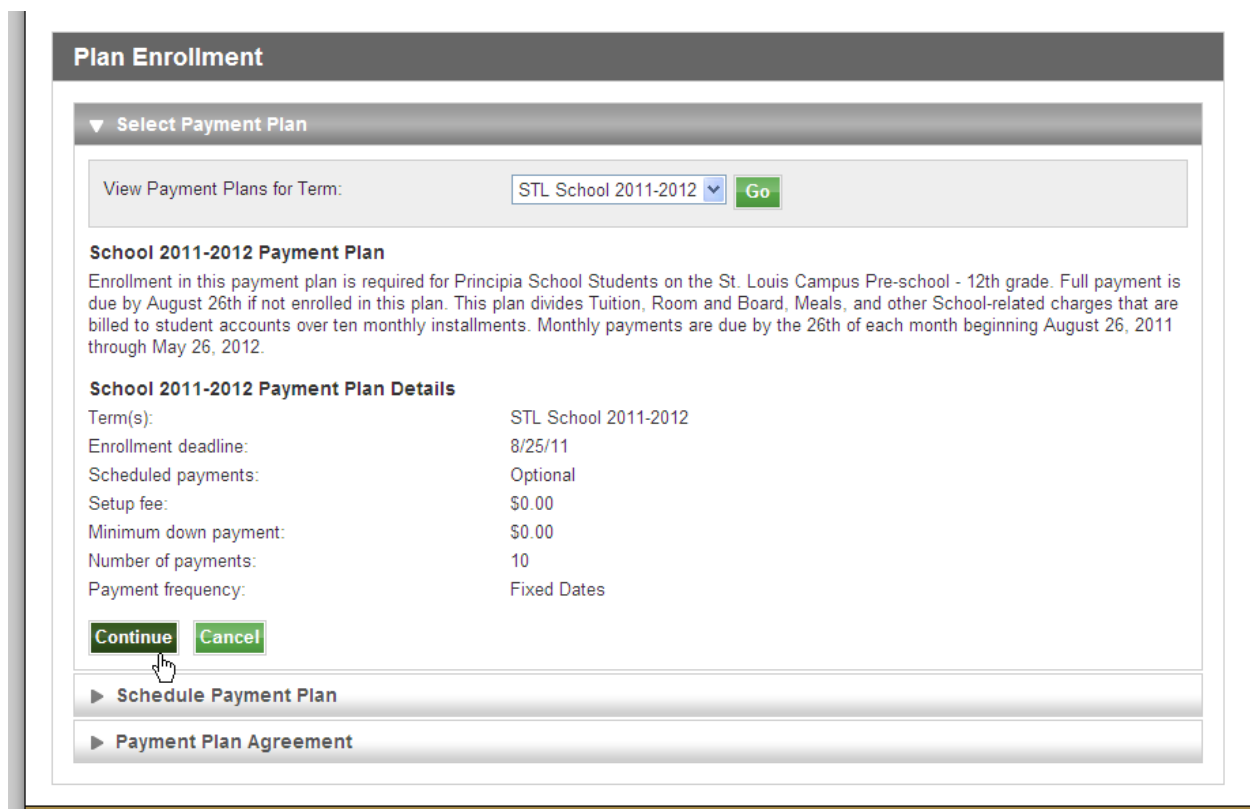
View Payment Plans for Term: 

► Schedule Payment Plan

► Payment Plan Agreement



Then Click Go.
View the plan description, and then click "Continue".



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

My Account Payments **Payment Plans** eBills

Plan Enrollment

▶ Select Payment Plan

▼ Schedule Payment Plan

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.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)	Down Payment(\$)
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Eligible Charges and Credits

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

[Display Payment Schedule](#)

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

▶ **Payment Plan Agreement**

Review your monthly installment amounts, and then 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 ten 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.

Payment Schedule		
Description	Due Date	Amount(\$)
1st installment	8/26/11	
2nd installment	9/26/11	
3rd installment	10/26/11	
4th installment	11/26/11	
5th installment	12/26/11	
6th installment	1/26/12	
7th installment	2/26/12	
8th installment	3/26/12	
9th installment	4/26/12	
10th installment	5/26/12	

Total of installments:

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 e 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.

▶ **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 

[Select](#)

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

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.

[Continue Without Payment Method](#)

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, and 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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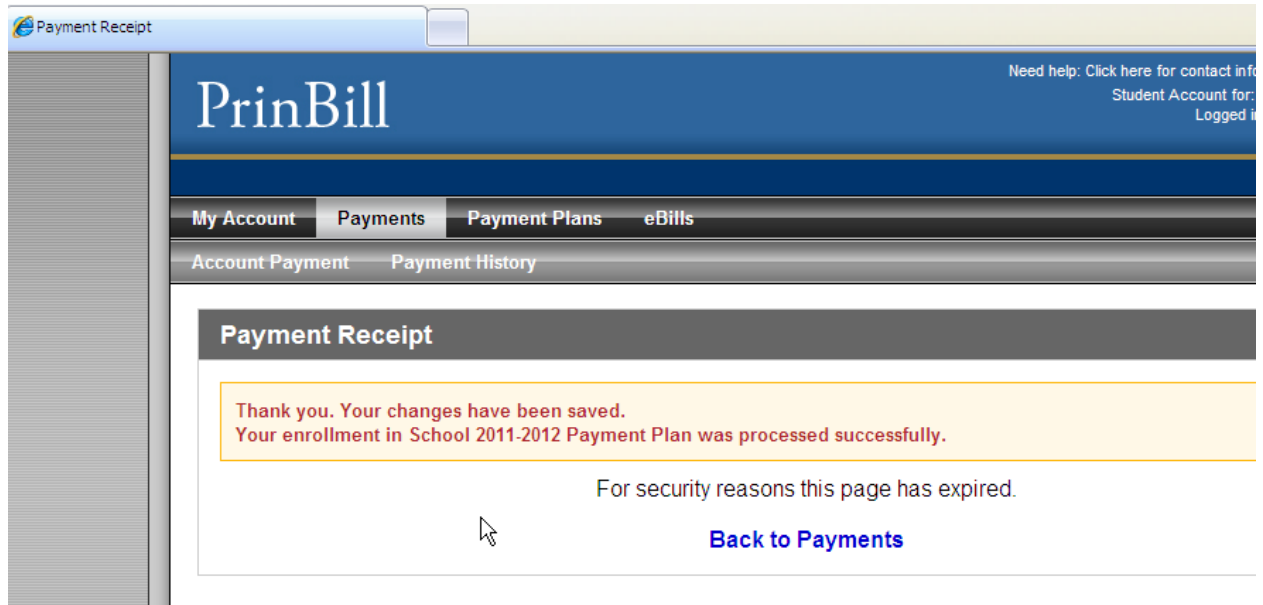
I agree to the above terms and conditions.

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

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



PrinBill will also send you a confirmation email.

THANK YOU!!