

## Official Payments Instructions- setting up plan for the first time

1. To get started, select this link- <https://payplan.officialpayments.com/Default.aspx>
2. Click on the option for "Enroll in a Plan". Then, choose 'Louisiana' from the State drop-down list (even if this isn't your home state), 'New Orleans Baptist Theological Seminary' as your Payment Entity, and 'Tuition & Fees' as your Plan Group.
3. Type in your Student Information and select the appropriate option under 'Available Plans'. Then select the 'Continue' button.
4. On the next screen, type your balance due in the 'Plan Amount' box, then select the Calculate button immediately to the right of this box. The box will initially have \$100.00 listed, but that is not your current balance. You will need to type in your current balance from Self Serve (contact the Financial Aid office if you need help determining your balance). Once you type in your correct balance and select "Calculate," you will be able to see your monthly payment amounts; then select the Continue button at the bottom.  
\*\*\*At this point, if you have not created an Official Payments account, you'll be asked to sign up for an account. Type in your personal information and create a password. Otherwise, log into your account on the left side of the screen using the "My Account" box.
5. On the next screen, select the 'I accept' box toward the bottom-left, then select 'Continue'.
6. The next screen will have 'Schedule Payments' near the top. Under 'My E-Wallet' in the middle of the screen, select 'Add' which is located just after the text that reads "Automatically make a payment with my." When you add an E-Wallet, you will be able to select either a credit card or an e-check option. E-checks are recommended as they do not charge service fees for payments.
7. After creating an 'E-Wallet,' you will need to select your payment method from the drop-down box located to the right of the text that reads "Automatically make a payment with my."  
  
\*\*\*On this 'Schedule Payments' screen, you also have the opportunity to adjust your payment date. The date can be extended up to 10 days without a late fee (even though a pop-up box will tell you otherwise). Any payment date beyond 10 days will incur a \$20 late fee..
8. After selecting your payment method, please select the green 'Update Authorization' button, select the 'I accept' box toward the bottom-left, and then select 'Continue'.
9. Review your payment plan details and select the 'Make a Payment' button toward the bottom-right in order to process your initial payment withdrawal.
10. On the final screen, you will be able to verify the information. Also, you must finalize everything by selecting the 'Make Payment' button one last time. \*At this point you should receive a 'Confirmation of Payment'. Please print this for your records.

Please contact us if you have any questions.