

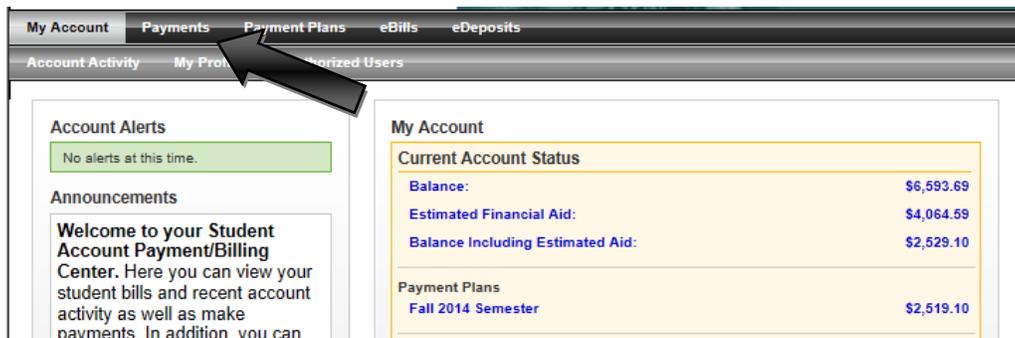
HOW TO PAY A PAYMENT PLAN INSTALLMENT ONLINE

When enrolling in the payment plan, if you did not schedule your payments to be debited from your account automatically on the due date, you will need to make the payments on or before each installment due date.

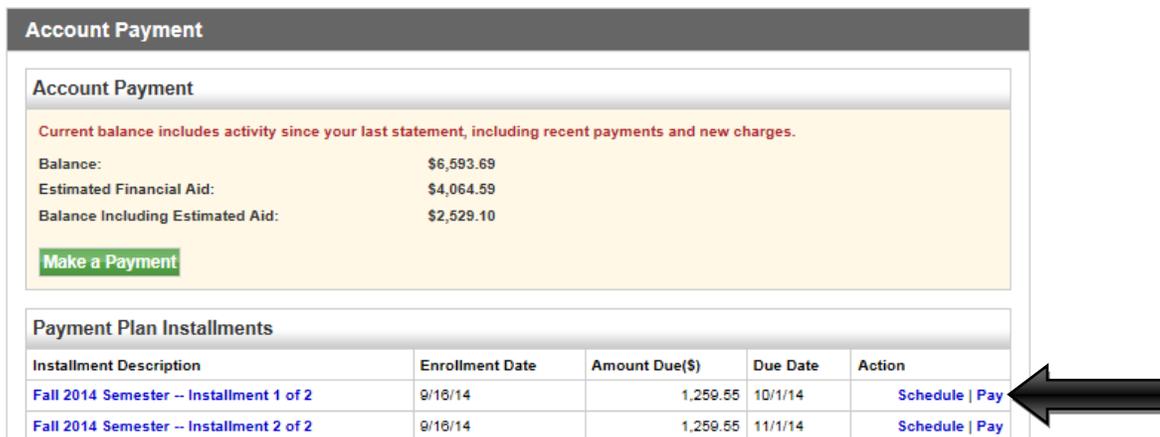
Please note: Failure to make your payment by the installment due date will result in late fees, penalties and holds for future services being placed on your account.

To pay online using a credit card, log into the Payment Center by going to www.farmingdale.edu → under “**Current Students**” click “**Pay Your Bill**”

In the Payment Center, click the “**Payments**” tab



In the “**Payment Plan Installments**” section → click “**Pay**” next to the installment to be paid



Farmingdale State College

State University of New York

Please note: When enrolling in the payment plan if you elected to schedule your payments, the installments will appear in the **“Pending Payments”** section. The payment will automatically be debited from your saved payment method on the installment due date.

Pending Payments				
The payments listed below will be automatically completed on the dates shown.				
Payment Description	Payer	Payment Date	Amount(\$)	Action
Fall 2014 Semester -- Installment 2 of 2		11/1/14	1,259.55	Edit Delete

The amount due for the installment will default into the **“Payment Amount”** box. To continue with the payment → click **“Continue”**

My Account | Payments | Payment Plans | eBills | eDeposits

Account Payment | Payment History | Automatic Bill Payment

Payment Plan Installment Payment

Amount	Payment Method	Confirmation	Receipt
Fall 2014 Semester -- Installment 1 of 2 Enrollment Date: 9/16/14 Amount Due: \$1,259.55 Due Date: 10/1/14		Payment Options Payment Amount: \$ 1259.55 Payment Date: 9/16/14	

[Cancel](#) [Continue](#)

Choose a payment method via drop down menu. There is an option to pay with a new credit card or a credit card which you have already saved as a payment method → click **“Select”**

Payment Plan Installment Payment

Amount	Payment Method	Confirmation	Receipt
	Select Payment Method Payment amount: \$1,259.55 Payment method: Select Payment Method		

[Select](#) [Previous Step](#) [Cancel](#)

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If you selected “**New Credit Card**” as your payment method, you will be required to complete the billing section. Everything with a red asterisk (*) must be filled out to continue → click “**Continue**”

If you have previously saved the credit card information → select the name you gave the payment method when you saved it → click “**Continue**”

Payment Plan Installment Payment

Amount	Payment Method	Confirmation	Receipt
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Select Payment Method

Payment amount: **\$1,259.55**

Payment method:

Account Information
**Indicates required fields*

*Card account number:

*Name on card:

*Card expiration date:

*Credit card type:

*Card Verification Value: [\(View example\)](#)

Cardholder Billing Information

International Address?

*Billing address:

Billing address line two:

*City:

*State/Province:

*Postal code:

Option to Save

Save this payment method for future use

Save payment method as:
(e.g. My CreditCard)



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Review the payment information, to continue → click “**Submit Payment**”

Payment Plan Installment Payment

Amount	Payment Method	Confirmation	Receipt
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Submit Payment
Please review the transaction details, then submit your payment.

Payment date:
Payment amount:
Payment type:
Card account number:
Name on card:
Card expiration date:
Credit card type:
Billing address:
City:
State/Province:
Postal Code:
E-mail:

Submit Payment **Previous Step** **Cancel**



Print the “**Payment Receipt**” page for your records. An email confirmation will be sent to your Farmingdale email account. Information regarding your payment plan will be sent to your Farmingdale email account, please check your email account regularly.

Payment Plan Installment Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Amount	Payment Method	Confirmation	Receipt
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Payment Receipt

Your payment in the amount of \$1,259.55 was successful. A confirmation email was sent to [redacted]@FARMINGDALE.EDU. Please print this page for your records.

Confirmation number:
Payment date:
Amount paid:
Transaction type:
Student name:
Paid to:
Web address:
Account number:
Card type:
Name on card:
Card not present for this transaction.