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
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.

The amount due for the installment will default into the “Payment Amount” box. To continue with the payment → click “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”
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**”
Review the payment information, to continue → click “Submit Payment”

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.