This quick reference guide (QRG) supports students in setting up a payment plan.
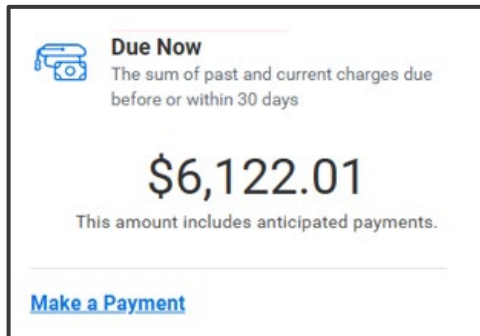
SIGN UP FOR A PAYMENT PLAN

1. From the Workday Home page, click the **Global Navigation Menu** in the top left corner of your screen.

2. Click **Financials Hub** within the 'Menu.'

   The *Financials Overview* screen displays.

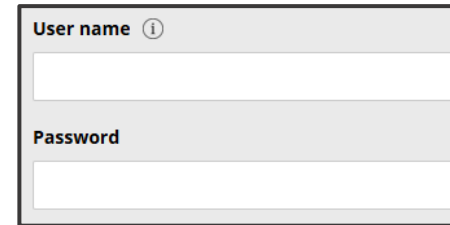3. View the amount 'Due Now' and click **Make a Payment**.

4. Notice that you will be redirected outside of the Workday application to complete the payment.
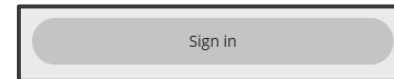

5. Click **OK**.

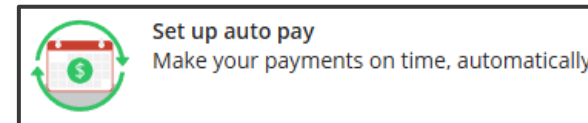   The *eCommerce Payment System* login screen displays.

6. Type in your institutional **User Name** and **Password** credentials.
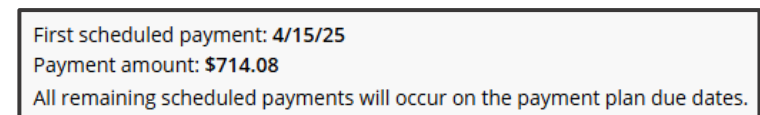

7. Click the **Sign In** button.

8. Below 'Payment plans,' click **Set up auto pay**.

   The *Overview Auto Pay Setup* screen displays.

9. View the payment details, including the date of the 'First scheduled payment' and 'Payment amount.'

   Note that additional payments will be made on payment plan due dates.

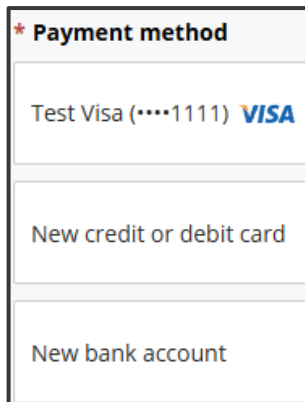10. Read the 'Auto pay terms and conditions.'

11. Check the **I Agree** box to indicate that you agree to the payment terms and conditions.

12. Click **Continue**.

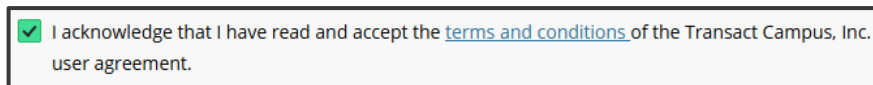The *How would you like to pay each payment?* screen displays.

13. Select the **Payment method** or type in **New credit or debit card** or **New bank account** information.

14. Click **Continue**.

The *Terms and conditions* screen displays.

15. Check the **acknowledgement** box to indicate that you accept the terms and conditions of the Transact user agreement.

16. Click **Continue**.

The *Last step!* screen displays.

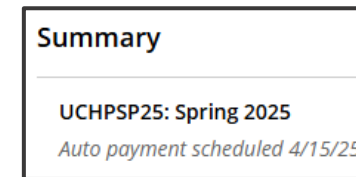**17.** Review the information and verify that the 'Auto pay details' are accurate.

(Optional) Click **Change** to update the payment method, if needed.

18. Click **Complete**.

The *Success! Overview Auto Pay Setup* screen displays auto-pay details.

19. Click the **Go to overview** button.

20. Notice that below 'Summary,' you can now see the next auto-payment date and amount.

You can also see the auto-payment beneath 'Payment plans.'