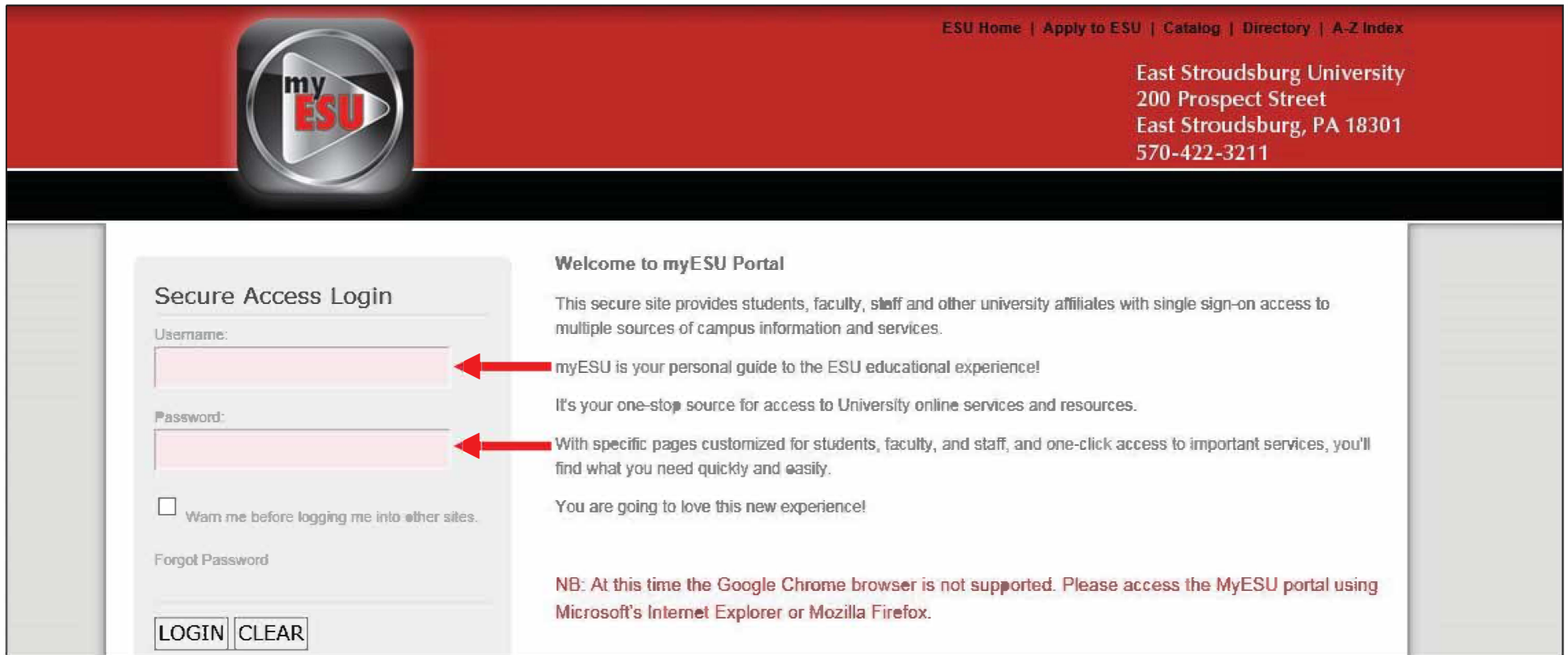


East Stroudsburg University

Warrior Payment Plan Instructions

Step 1: Enroll through the myESU Portal. Enter your Username and Password.



ESU Home | [Apply to ESU](#) | [Catalog](#) | [Directory](#) | [A-Z Index](#)

East Stroudsburg University
200 Prospect Street
East Stroudsburg, PA 18301
570-422-3211

Secure Access Login

Username:

Password:

Warn me before logging me into other sites.

[Forgot Password](#)

Welcome to myESU Portal

This secure site provides students, faculty, staff and other university affiliates with single sign-on access to multiple sources of campus information and services.

myESU is your personal guide to the ESU educational experience!

It's your one-stop source for access to University online services and resources.

With specific pages customized for students, faculty, and staff, and one-click access to important services, you'll find what you need quickly and easily.

You are going to love this new experience!

NB: At this time the Google Chrome browser is not supported. Please access the MyESU portal using Microsoft's Internet Explorer or Mozilla Firefox.

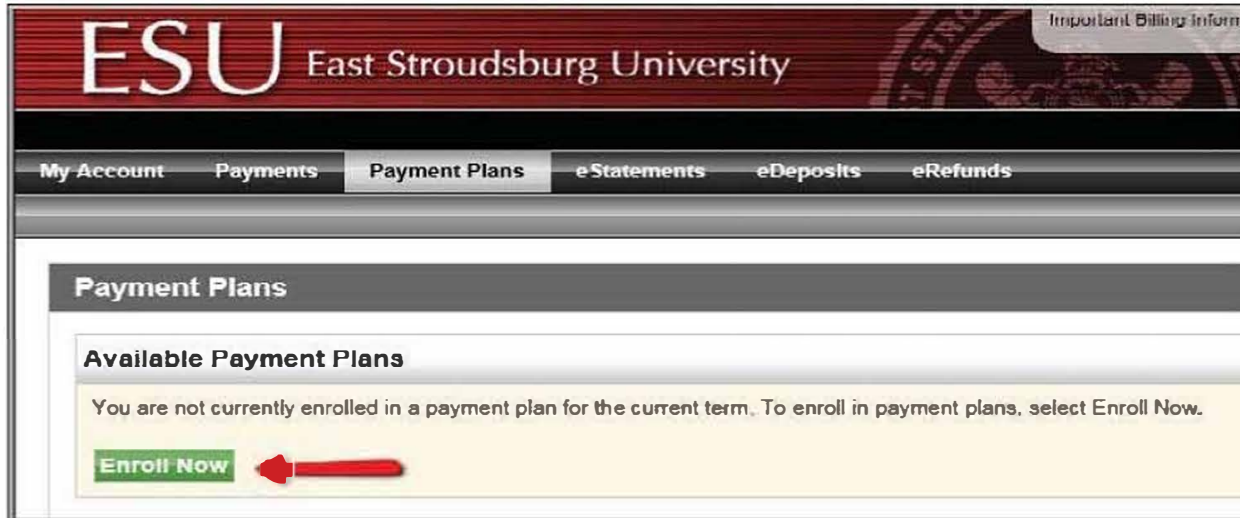
Step 2: Select the Students Tab

The screenshot shows the top navigation bar of the East Stroudsburg University website. The header includes the university name, a logo, and a 'Welcome' message. Below the header is a navigation menu with tabs for 'Home Community', 'My Public Pages', and 'My Private Pages'. A secondary menu contains 'Welcome', 'Students', 'Incoming Spring/Fall 2015', 'eWarrior', 'WarriorLink', and 'Kemp Library'. A red arrow points to the 'Students' tab. To the right of the navigation menu is an 'Options' dropdown. Below the navigation menu are two main content areas: 'ESU Announcements' on the left and 'ESU Important Links' on the right. The 'ESU Important Links' section contains several links: 'D2L Access', 'Course Catalog', 'Faculty and Staff Password Reset', 'Student Password Reset', 'Email Access' (with sub-links for 'Faculty and Staff Remote Email Access' and 'Student Email Access - @Live.esu.edu'), 'Banner INB (Internet Native Banner) Links' (with sub-link 'PROD Banner INB'), 'Work Orders' (with sub-links for 'Facilities Work Orders', 'Computer Center Work Orders', and 'TELE-Comm Work Orders'), and 'Catalog Maintenance' (with sub-links for 'SmartCatalog' and 'SmartCatalog training video').

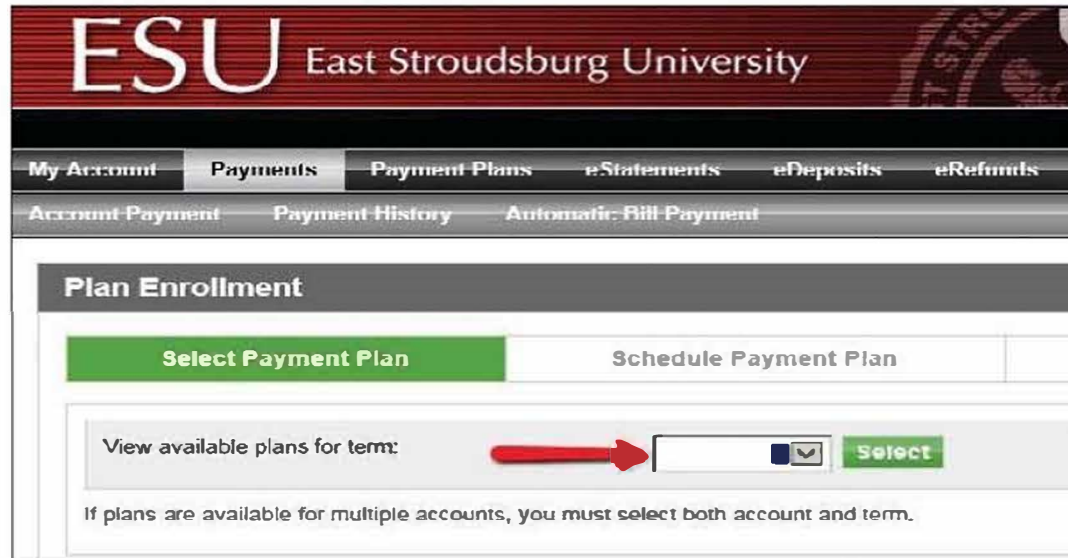
Step 3: Select Set up a Payment Plan. This will take you to the TouchNet website.

The screenshot shows the 'Students' page on the East Stroudsburg University website. The navigation menu is the same as in the previous screenshot. Below the navigation menu is a 'Student Survey Tools' section. A yellow banner with a warning icon and the text 'Confirm Your Enrollment for' is displayed. Below the banner are three main content areas: 'Textbook Purchase' on the left, 'Student Billing Tools' in the middle, and 'Student Grades' on the right. The 'Textbook Purchase' section features the 'The University Store' logo and the text 'Click image to order your textbooks'. The 'Student Billing Tools' section contains several links: 'View My Bill', 'Pay My Bill', 'Payment Plans', 'View My Account Holds', 'Setup Direct Deposit (Click on Refunds and Create a Profile)', and '1098-T Tax Information'. A red arrow points to the 'Payment Plans' link. The 'Student Grades' section shows 'No Data Found' and a search form with a 'Select Another Term' dropdown and a 'Go' button. Below the 'Student Billing Tools' section is a 'Financial Aid Awards' section with a link to 'Financial Aid Awards' and a red arrow icon.

Step 4: Click on Enroll Now



Step 5: Click on the down arrow next to "Select Term" to view available plans.!



Step 6: You are taken to the following screen where you can view the details of the plan. Click the green Continue button if you want to proceed with this payment plan or the green Cancel button if you do not want to proceed.

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement
View available plans for term: <input type="text"/> <input type="button" value="Select"/>		
If plans are available for multiple accounts, you must select both account and term.		
Payment Plan		
Payment Plan Details		
Term(s):		
Previous balance term(s):		
Enrollment deadline:		
Scheduled Payments:		
Setup fee:		
Minimum down payment:		
Number of payments:		
Payment frequency:		
<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>	

Step 7: Your payment plan is based on actual charges and credits which include payments, financial aid disbursed, and anticipated financial aid). This screen shows you what will be included in your payment plan. Click of the green button Display Schedule to see what your scheduled payments will be under the plan.

My Account **Payments** Payment Plans eStatements eDeposits eRefunds

Account Payment Payment History Automatic Bill Payment

Plan Enrollment


Select Payment Plan **Schedule Payment Plan** Payment Plan Agreement

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(\$)
Tuition	6,176.00	
Fees	787.50	
Loans		6,184.00
Balance		779.50
Down payment:		<input type="text" value="155.90"/>

Display Schedule **Back** **Cancel**




Step 8: You can view the details of your payment plan from this screen. You can also view the charges and credits used to calculate your monthly installments. The semester plan has a one-time Setup Fee of \$35 plus a 20% down payment due immediately when setting up your payment plan. The payment plan requires 4 additional payments. This screen shows you your payment schedule with due dates and amounts. NOTE: Because your payment plan is based on actual charges and credits, your monthly installments will adjust every time there are changes to these. You will receive an email notification when your installments change for any reason (add a class, drop a class, make a payment).

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement
<p>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.</p>		
Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Tuition	6,176.00	
Fees	787.50	
Loans		6,184.00
Balance		779.50
Down payment:		<input type="text" value="155.90"/>
Recalculate Schedule		
Payment Schedule		
Description	Due Date	Amount(\$)
Setup fee	Due now	35.00
Down payment	Due now	155.90
Installment 1	8/21/15	155.90
Installment 2	9/21/15	155.90
Installment 3	10/21/15	155.90
Installment 4	11/21/15	155.90
Total of installments:		623.60

Step 9: At the bottom of the same screen, you can choose to setup automatic payments. If you select Yes for this option, you must select the payment method to be used to automatically make a payment on each due date. If you select No for this option, you must come back and sign in each month to make your payments on or before the due date. Once you make your selection, click the Continue button.

Total due now:		190.90
Set up Automatic Payments		
Would you like to set up payments to be made automatically on the dates shown above?		
<input type="radio"/>	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.	
<input type="radio"/>	No, I don't want to set up payments. I will come back and make each payment on or before the due date.	
Continue	Back	Cancel

Step 10: Click on the down arrow to view the payment methods available (credit card, electronic check from a personal checking account, or personal savings account). After you choose your payment method, click on the green Select button

My Account	Payments	Payment Plans	eStatements	eDeposits	eRefunds
Account Payment	Payment History	Automatic Bill Payment			
Plan Enrollment					
Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement		
<ul style="list-style-type: none">• You must pay the plan fees before enrollment can be processed.• The selected payment method will be used to pay fees due today and all future installments automatically 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					
Payment Method					
Select Payment Method 					
Select Back Cancel					
*Credit card payments are handled through PayPath®, a tuition payment service.					
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.					

Step 11: You can now view your Payment Plan Agreement. You must click the box next to "I Agree" to indicate you agree to the terms and conditions of the agreement. You can print the agreement for your records by clicking on the green button Print Agreement or you can click on the green button View Worksheet which provides you with an itemization of the amount to be financed with the plan. Finally, click on the green button Continue to go to the next screen and pay your \$35 Enrollment Fee and 20% down payment.

My Account **Payments** Payment Plans eStatements eDeposits eRefunds

Account Payment Payment History Automatic Bill Payment

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.	\$35.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$588.60
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$623.60

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, [REDACTED], understand that I have scheduled my 4 installment payments and these payments will automatically be processed on the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$35.00, as well as any service charges assess by TouchNet PlayPath tuition services for paying plan down payments or installments using a credit card. I also understand that failure to meet the terms of this agreement may entitle East Stroudsburg University of PA to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of \$155.90 due on 8/21/15.
Installment 2 in the amount of \$155.90 due on 9/21/15.
Installment 3 in the amount of \$155.90 due on 10/21/15.
Installment 4 in the amount of \$155.90 due on 11/21/15.

This agreement is dated Tuesday, July 21, 2015.


For fraud detection purposes, your internet address has been logged:
[REDACTED] at 7/21/15 7:40:12 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact billing@po-box.esu.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree 

Continue **View Worksheet** **Print Agreement** **Back** **Cancel**

Once you begin the payment process, you have 10 minutes to complete the payment while your plan enrollment is "active." Payments completed after 10 minutes cannot be linked to the payment plan, and you will have to begin the plan enrollment process again and complete a second payment.

Step 12: You are now taken to PayPath to pay your Warrior Payment Plan Enrollment Fee and your 20% down payment. The first screen will show your Student ID number and the Term for the Payment Plan. Click the green Continue button to go to the next screen.

The screenshot shows the PayPath Payment Service interface. At the top left is the PayPath logo and "Payment Service". Below this is a header for "East Stroudsburg University Logo". The main heading is "Welcome to the PayPath Payment Service!". Below the heading is a paragraph: "This service allows you to make credit or debit card payments for East Stroudsburg University student accounts. A non-refundable PayPath Payment Service fee of 2.75% will be added to your payment." Below this is a "Transaction Details" box containing "Student ID: 00099999" and "Term: Fall 2015". Underneath is a section "PayPath Payment Service accepts:" with logos for Mastercard, American Express, Discover, JCB, DCCard, and DebitCard. At the bottom are "Continue" and "Cancel" buttons.

Step 13: The next screen will show the amount you need to pay when setting up your plan which includes your \$35.00 Enrollment Fee plus your 20% down payment. In the example below, the Payment Amount of \$743.51 = Enrollment Fee of \$35.00 + 20% Down Payment of \$708.51. IMPORTANT NOTE: In addition to this amount, you will be required to pay a non-refundable PayPath Service fee of 2.75% (with a minimum charge of \$3.00) if using a credit card when paying. Click the green Continue button to go to the next screen.

The screenshot shows the PayPath Payment Service interface. At the top left is the PayPath logo and "Payment Service". Below this is a progress bar with four steps: "1. Amount" (highlighted in green), "2. Card Information", "3. Submit", and "4. Receipt". The main heading is "Payment Amount Information". Below the heading is a paragraph: "In addition to the amount paid to East Stroudsburg University, a non-refundable PayPath Payment Service fee of 2.75% will be added to your payment with a Minimum charge of \$3.00." Below this is a "Payment amount:" box containing "\$743.51". At the bottom are "Continue" and "Cancel" buttons.

Step 14: If you are paying by credit card, enter your payment card information on this screen. Click the purple Continue button to go to the next screen.

1. Amount 2. Card Information 3. Submit 4. Receipt


Review Payment Details

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to East Stroudsburg University:	\$743.51
PayPath Payment Service Fee:	\$20.45
Total payment amount:	\$763.96
School name:	East Stroudsburg University
Student ID:	xxxxx9560
Payer name:	Joe Smith
Billing address:	200p
Billing city:	koko
Billing state:	PA
Billing postal code:	18301
Email address:	XXXXXXXXXXXX
Phone number:	Not supplied
Card number:	XXXXXXXXXXXX2124
Browser internet address:	XXXXXXXXXXXX

Terms and Conditions

I hereby authorize charges totaling \$763.96 via my credit/debit card. I understand that a PayPath Payment Service fee of \$20.45 will be charged to my credit/debit card and is not refundable under any circumstances.


I agree to the terms and conditions. 

Step 15: Your payment details are displayed on this screen. Review these details and if everything is correct and if you agree to the terms and conditions outlined in the agreement, click the box I agree to the terms and conditions and then click the purple button Submit Payment. If you need to make changes, click the purple box Change Information.

1. Amount 2. Card Information 3. Submit 4. Receipt

Payment Card Information

PayPath Payment Service accepts:



***Indicates required fields**

***Name on card:**

***Card account number:**

***Card expiration date:**

***Card security code:**

Billing Address

Check if address is outside of the United States:

***Billing address:**

***City:**

***State:**

***Zip code:**

***Email address:**

***Confirm email address:**

Phone number:

Step 16: The last screen will display your receipt which you can print for your records.

1. Amount	2. Card Information	3. Submit	4. Receipt
-----------	---------------------	-----------	------------

Thank you for using PayPath Payment Service!

A payment was processed and posted successfully to your East Stroudsburg University Account. Please print this page as your receipt and close this payment session. A confirmation email was sent to priegler@esu.edu

Your credit card statement will reflect two transactions with the following information:

"East Stroudsburg University"	\$743.51
"PayPath Conv Fee"	\$20.45

Receipt Information

Payment to East Stroudsburg University:	\$743.51
PayPath Payment Service Fee:	\$20.45
Total payment amount:	\$763.96
School name:	East Stroudsburg University
Student ID:	xxxxx9560
Payer name:	Joe Smith
Billing address:	200p
Billing city:	koko
Billing state:	PA
Billing postal code:	18301
Email address:	██████████
Phone number:	Not supplied
Card:	MasterCard
Card number:	xxxxxxxxxxxx2124
Date and time:	03/17/2015 12:05 PM
Browser internet address:	██████████
Reference number:	██████████
East Stroudsburg University receipt ID:	115010

East Stroudsburg University Contact Information

If you have any questions concerning this transaction, please contact East Stroudsburg University at:

If you want to pay by electronic check

Step 17: Click on the down arrow to view the payment methods available (credit card, electronic check from a personal checking account, or personal savings account). Select New Electronic Check if you want to pay using a bank account. After you choose your payment method, click on the green Select button. Enter banking information.

Select Payment Plan Schedule Payment Plan **Select Payment Method** Payment Plan Agreement

• You must pay the plan fees before enrollment can be processed.
• You will be responsible for making installment payments on time, through this system, in person, or via mail.

Select Payment Method

Payment Method

New Electronic Check (checking ▾)

Select

*Credit card payments are handled through PayPath®, a tuition payment service.

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.

Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.

*Account type: Checking ▾

*Routing number: [REDACTED] [\(View example\)](#)

*Bank Account number: [REDACTED]

*Confirm account number: [REDACTED]

*Name on account: John Smith

Refund Options
Only ONE account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

Option to Save

Save this payment method for future use

Save payment method as: Checking

(e.g. Primary Checking)

Continue **Previous Step** **Cancel**

Step 18: You can now view your Payment Plan Agreement. You must click the box next to “I Agree” to indicate you agree to the terms and conditions of the agreement. You can print the agreement for your records by clicking on the green button Print Agreement or you can click on the green button View Worksheet which provides you with an itemization of the amount to be financed with the plan. Finally, click on the green button Continue to go to the next screen. Click the green continue button to pay your \$35 Enrollment Fee and 20% down payment.

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement	Payment 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.	\$35.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$10,318.12
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$10,353.12

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, **Derek S. Ramseur-Benson**, hereby agree to pay the balance deferred as stated in this agreement in 4 installment payments on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$35.00. I also understand that failure to meet the terms of this agreement may entitle **East Stroudsburg University of PA** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$2,588.28 due on 8/21/15**.

Installment 2 in the amount of **\$2,588.28 due on 9/21/15**.

Installment 3 in the amount of **\$2,588.28 due on 10/21/15**.

Installment 4 in the amount of **\$2,588.28 due on 11/21/15**.

This agreement is dated Tuesday, July 21, 2015.

For fraud detection purposes, your internet address has been logged:
206.235.195.193 at 7/21/15 7:35:42 AM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.


To revoke this authorization agreement you must contact help@po-box.esu.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

U Commerce 6.5 | Bill+Payment 6.5.0
 ©1997 - 2015 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy



Step 19: Your payment details are displayed on this screen. Review these details and if everything is correct and if you agree to the terms and conditions outlined in the agreement, click the box I agree to the terms and conditions and then click Continue.

The screenshot shows the ESU (East Stroudsburg University) website interface for Plan Enrollment. The top navigation bar includes 'My Account', 'Payments', 'Payment Plans', 'eStatements', 'eDeposits', and 'eRefunds'. Below this, there are sub-links for 'Account Payment', 'Payment History', and 'Automatic Bill Payment'. The main content area is titled 'Plan Enrollment' and contains four tabs: 'Select Payment Plan', 'Schedule Payment Plan', 'Payment Plan Agreement', and 'Payment Agreement'. The 'Payment Agreement' tab is active, displaying a text-based agreement form. The form includes a declaration of authorization, the user's name (John Smith), address, depository information (ZIONS FIRST NATIONAL BANK), routing number (124000054), and account number (xxxxx4400). It also states the agreement date (Tuesday, July 21, 2015) and a fraud detection log entry. A warning about false information is present, along with contact information for revoking the agreement (help@po-box.esu.edu). At the bottom, there is a checkbox for 'I agree to the above terms and conditions' and four buttons: 'Print Agreement', 'Continue', 'Back', and 'Cancel'.

ESU East Stroudsburg University

My Account Payments Payment Plans eStatements eDeposits eRefunds

Account Payment Payment History Automatic Bill Payment

Plan Enrollment

Select Payment Plan Schedule Payment Plan Payment Plan Agreement **Payment Agreement**

I hereby authorize **East Stroudsburg University of PA** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$25.00** return fee will be added to my student account.

Name: **John Smith**

Address:

Depository:

ZIONS FIRST NATIONAL BANK
2200 SOUTH 3270 WEST
WEST VALLEY CITY, UT 84119
Routing Number: 124000054
Account Number: xxxxx4400

This agreement is dated Tuesday, July 21, 2015.

For fraud detection purposes, your internet address has been logged: [REDACTED] at 7/21/15 7:36:19 AM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: help@po-box.esu.edu

I agree to the above terms and conditions.

Print Agreement Continue Back Cancel

Step 20: After your payment is processed, this screen will appear. You can print for your records.

The screenshot shows the ESU Student Portal interface. At the top, the ESU logo and 'East Stroudsburg University' are displayed. Below the logo is a navigation menu with tabs for 'My Account', 'Payments', 'Payment Plans', 'eStatements', 'eDeposits', and 'eRefunds'. Under the 'Payments' tab, there are sub-links for 'Account Payment', 'Payment History', and 'Automatic Bill Payment'. The main content area is titled 'Payment Receipt' and contains a yellow confirmation box with the text: 'Thank you, your payment was processed successfully. Your enrollment in Estimated Payment Plan was processed successfully.' Below this is a 'Payment Confirmation' section with a list of details:

Payment date:	
Payment Time:	07:46:52
Name of Payee:	East Stroudsburg University of PA
Name on Bank Account:	John Smith
Bank Account Type:	Checking
Account number:	xxxxx4400
Depository:	ZIONS FIRST NATIONAL BANK 2200 SOUTH 3270 WEST WEST VALLEY CITY,UT 84119
Amount Paid:	\$2,435.00
Student Name:	Derek S. Ramseur-Benson
Confirmation Number:	43

Please print this page for your records.