Overview
This student guide demonstrates how to enroll in a payment plan.

Please contact the Bursar’s Office at phone 408-924-1601 or email bursar@sjsu.edu with any questions about this process, student account, or visit them at www.sjsu.edu/bursar.

The MySJSU homepage displays.

1. Go to MySJSU (http://my.sjsu.edu/).
2. Click the MySJSU Sign In button.

The Login page displays.

3. Enter your SJSU ID and Password.
4. Click the Sign In button.

Note: If you have difficulty logging in, contact the IT Help Desk by email (ithelpdesk@sjsu.edu) with your full name and SJSU ID.
5. Click the Payment Plan and Other Services button.
The University Payments page displays.

6. Click the **Enroll in payment plan** button.
The Enroll in Payment Plan page displays.

7. Select a Payment Plan.
8. Click the Next button.
9. Review the installment plan you have selected.
10. Click the Previous button to make a different selection.
11. Click the Next button to proceed.

Enroll in Payment Plan

2. Review Installments

You have selected PPL 3.

PPL TEST

<table>
<thead>
<tr>
<th>Eligible Charges:</th>
<th>2,867.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Amount:</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Number of Installments:</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Installment Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>03/16/2012</td>
</tr>
<tr>
<td>04/14/2012</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Currency used is US Dollar.

Important: The Installment Schedule above is based on your current eligible charges of 2,867.00. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 50,000.00.
12. Review the installment schedule and terms of the payment plan.

13. Check the box indicating that you have read the agreement.

14. Click the **Enroll** button or click the **Previous** button to select another payment plan option.

15. Congratulations! You have enrolled in a payment plan!

16. You can use the **View My Account** button to see your account.
17. Click the **Pay Now** button to make a payment.

### Account Summary

You owe $3,422.00. For the breakdown, access **Charges Due**

#### What I Owe

<table>
<thead>
<tr>
<th>Campus</th>
<th>Term</th>
<th>Outstanding Charges &amp; Deposits</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Jose State Bursar’s Office</td>
<td>Spring 2012</td>
<td>$3,422.00</td>
<td>$3,422.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>$3,422.00</td>
</tr>
</tbody>
</table>

### Financial Aid

* The CSU makes every effort to keep student costs to a minimum. Fees listed in published schedules or student accounts may need to be increased when public funding is inadequate. Therefore, CSU must reserve the right, even after initial fee payments are made, to increase or modify any listed fees, without notice, until the date when instruction for a particular semester or quarter has begun. All CSU listed fees should be regarded as estimates that are subject to change upon approval by The Board of Trustees.