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.
The Student Center page displays.

5. Click the Payment Plan and Other Services button.
6. Click the Enroll in payment plan button.

The University Payments page displays.

University Payments

Non-payment of fees will result in disenrollment

Undergraduate, Graduate and Post Baccalaureate Programs

To make an electronic payment via e-check or credit card, or to set up authorized users, click Student Account Options below. Your browser must allow popups from this site.

Student Account Options

You must be enrolled in regular university classes to use the Payment Plan. Payment Plan is not available for Special Session or Open University students. Please enroll in a plan before making your first payment. There is a fee to use Payment Plan. For more information, visit http://www.sjsu.edu/bursar/fees/instalments/index.htm.

Enroll in payment plan

Faculty/Staff Payments and Deposits

Your browser must allow popups from this site.

Make a payment/deposit
The Enroll in Payment Plan page displays.

7. Select a Payment Plan.
8. Click the Next button.

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

<table>
<thead>
<tr>
<th>Payment Plans</th>
<th>Maximum Amount</th>
<th>Number of Installments</th>
<th>First Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PPL 3</td>
<td>50,000.00</td>
<td></td>
<td>2/3/16/2012</td>
</tr>
<tr>
<td>PPL TEST</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Currency used is US Dollar.
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.
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.
The Account Summary page displays.

17. Click the **Pay Now** button to make a payment.

**Account Summary**

You owe $3,422.00. For the breakdown, access [Charges Due](#).

<table>
<thead>
<tr>
<th>What I Owe</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>Term</td>
<td>Outstanding Charges &amp; Deposits</td>
<td>Total Due</td>
</tr>
<tr>
<td>San José 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>$3,422.00</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.*