

## Overview:

This document explains how Students can sign up for a payment plan in Workday.

- The recommended browser for accessing Workday is Google Chrome. However, Mozilla Firefox and Apple Safari may also be used.
- For assistance or training using these procedures, email the Business Office at [businessoffice@findlay.edu](mailto:businessoffice@findlay.edu).

## Icons referred to in this document



## Sign Up for a Payment Plan

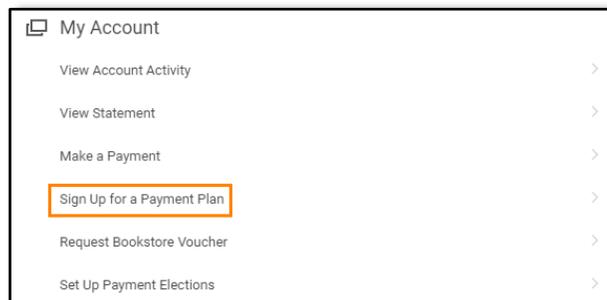
1. Click the **Finances** application on the Workday home page.



2. Under *My Account*, **More**.

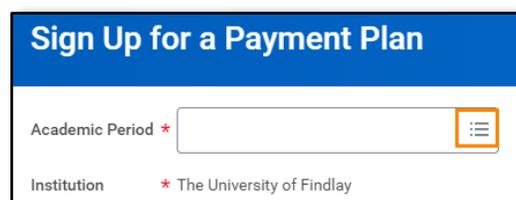


3. Click **Sign Up for Payment Plan**.



4. Click the **Prompt** to select an **Academic Period**.

**Note:** Only Academic Periods for which you are enrolled in classes will be available.



5. Click **Next**.
6. A list of your charges displays.

### Notes:

- The total amount due for the Academic Period displays at the top of the page.

- Any Anticipated Payments are subtracted from your total charges. Anticipated Payments are any outstanding payments or accepted Financial Aid.
- There is a charge to sign up for a Payment Plan (currently \$65.00). This fee is spread across the Payment Plan installments.

**Your Charges**

Total Charges for Spring 2020-2021 Academic Year: \$17,795.00

12 Items

Transaction Date	Description	Amount Due
12/08/2020	Undergraduate Tuition	\$2,265.00
12/08/2020	Student Activity Fee	\$75.00
12/08/2020	Undergraduate General Service Fee Adjustment	\$50.00
12/08/2020	Art Course Fee: ART 205-04 - Introduction to Digital Design	\$50.00
12/08/2020	Undergraduate Tuition Adjustment	\$10,305.00
12/08/2020	Undergraduate General Service Fee Adjustment	\$135.00
12/08/2020	Undergraduate General Service Fee Adjustment	\$135.00
12/08/2020	Undergraduate Tuition Adjustment	\$2,265.00
12/08/2020	Communications Course Fee: COMM 180-01 - Introduction to Digital Media	\$40.00
12/08/2020	Undergraduate Tuition Adjustment	\$2,265.00
12/08/2020	Student Activity Fee Adjustment	\$75.00
12/08/2020	Undergraduate General Service Fee	\$135.00

Anticipated Payments: \$0.00

The payment plan will subtract your Anticipated Payment amount from your total charges, then divide by the number of months in the payment plan period.

There is a charge of \$65.00 to sign up for a payment plan.

Click 'Next' to continue.

**Next** Cancel

7. Click **Next**.
8. Your Payment Plan Installments display.

**Your Payment Plan Installments**

Here's the list of installments for 2021 Spring

Total Charges: \$17,795.00

Payment Plan Fee: \$65.00

Anticipated Payments: \$0.00

Payment Plan Total: \$17,860.00

2 items

Installment Number	Due Date	Amount
1	01/01/2021	4,465.00
2	02/01/2021	4,465.00
3	03/01/2021	4,465.00
4	04/01/2021	4,465.00

Click 'Submit' to finish signing up for your payment plan.

**Submit** Cancel

9. To confirm this Payment Plan, click **Submit**.
10. The Successful Payment Plan displays.
11. The option to pay your first installment displays.
  - a. Click **Yes** to make a payment.  
**Note:** See the *Make a Payment quick guide* for more information.
  - b. Click **No** to pay at a later date.