

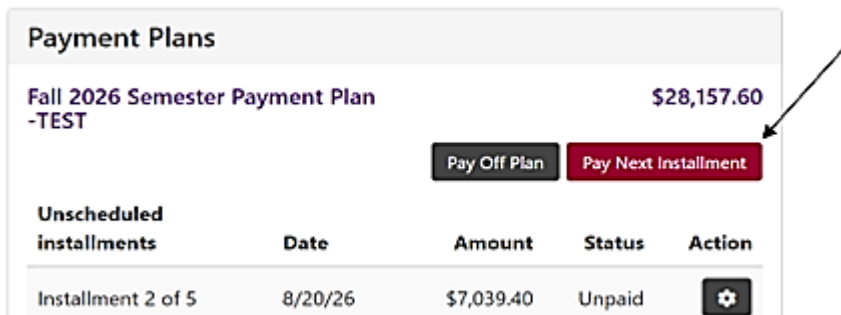


Student Business Services

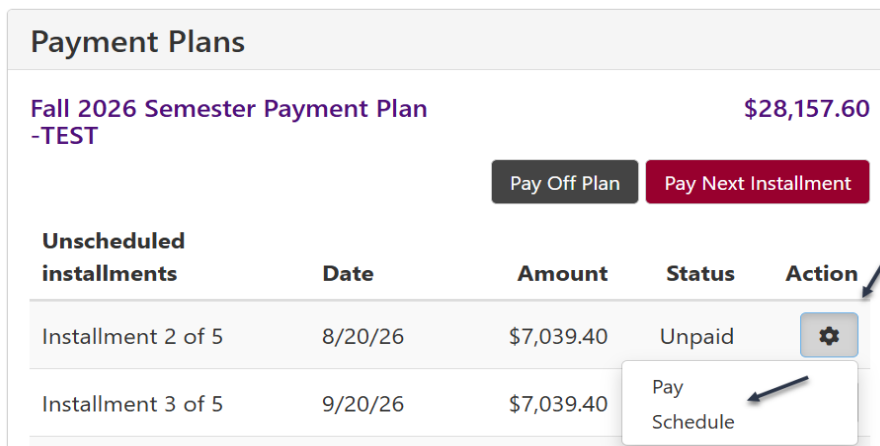
Pay a Payment Plan Installment

This tutorial covers how to submit a payment plan payment

1. Log-in to the ePay site.
 - a. Students access the ePay site via the [Student Center's](#) Financial Account tile.
 - b. [Panther Partner Authorized Users log-in](#) with their email and password.
2. There are 2 options on the homepage of the ePay site.
 - a. Select **Pay Next Installment**; or



- b. Select the gear icon in the Action column of the Payment Plans section.





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3. Select Payment Option: Click **Pay Next Installment** or **Current Account Balance**, then **Continue**.

The screenshot shows a progress bar at the top with four steps: Amount, Method, Confirmation, and Receipt. Below the progress bar, the 'Payment Date' is set to 7/30/26. The 'Select Payment Option' section has two radio buttons: 'Pay Next Installment' (selected) and 'Current Account Balance'. The 'Pay Next Installment' option has a sub-label 'Select installment to pay'. The 'Current Account Balance' option shows a balance of \$28,157.60. At the bottom, the 'Payment Total' is \$0.00, and a 'Continue' button is visible.

4. The installment payment will populate, select **Continue**.
Installment Payment

The screenshot shows a progress bar at the top with four steps: Amount, Method, Confirmation, and Receipt. Below the progress bar, the 'Fall 2026 Semester Payment Plan -TEST -- Installment 2 of 5' is displayed. The 'Enrollment date' is 7/30/26, the 'Amount Due' is \$7,039.40, and the 'Due Date' is 8/20/26. The 'Payment Options' section shows the 'Payment amount' as 7,039.40 and the 'Payment Date' as 7/30/26. There are 'Cancel' and 'Continue' buttons at the bottom.

5. Select from your Saved Payment Method or input your account and billing information.
Then click **Continue**.
6.

Installment Payment

The screenshot shows a progress bar at the top with three steps: Amount, Method, and Confirmation. Below the progress bar, the 'Amount' is \$7,039.40. The 'Select Payment Method:*' dropdown menu is open, showing 'Select Method' as the selected option. A 'Continue' button is visible at the bottom right.

Electronic Check - Payments can be made from a personal checking or savings account.



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Account Payment



Amount



Method



Confirmation



Receipt

Amount:

\$7,039.40

Select Payment Method:*

Electronic Check (checking/savings)

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

Checking

*Routing number: (Example)

123456789

*Bank account number:

123456

*Confirm account number:

.....

Billing Information

*Name on account:

Panther Pete

*Billing address:

123 Chapman ave

Billing address line two:

*City:

Orange

*State:

Select State

*Postal Code:

92844

Option to Save

☐ Save this payment method for future use

Save payment method as:
(example My Checking)

Refund Options

You must enroll in multi-factor authentication to save this as a Refund Method.
Please proceed to [Security Settings](#) in My Profile to enroll.

[Back](#) [Cancel](#) [Continue](#)

7. Read the ACH Payment agreement, if you agree check the box to agree to the terms and conditions, and click **Continue**.

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: epay@chapman.edu 15 days prior to your scheduled payment date

☐ I agree to the above terms and conditions. ([Print Agreement](#))

[Cancel](#) [Continue](#)



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8. Confirm the Payment, and method make last edits if needed and select **Submit Payment**.

Account Payment



Please review the transaction details, then submit your payment.

Payment Information

Payment Date		8/13/26
Term	Account	Amount
Fall 2026	Student Account	\$7,039.40
Total Payment Amount		\$7,039.40

1

Change Amount

Paid To

Chapman University
Student Business Services
1 University Drive
Orange, CA 92666

Confirmation Email

Selected Payment Method

Account: WEBCHECK xxxxxx5555
Billing Address: Panther Pete
123 Chapman ave
Orange, CA 92644

2

Change Payment Method

3

Back

Cancel

Submit Payment