Setting up a Payment Plan in *NEW MyKU*

Starting in April 2024, students will begin to use *NEW MyKU* for their Fall 2024 payment plan needs only. Summer payment plans, payments, statements, all remain in Legacy MyKU. In June/July 2024, the rest of the NEW Payment Dashboard will start to be used for Making Payments, seeing Statements, current balance due and more!

Navigate to *NEW MyKU* > Student Accounts card > Fall 2024 Payment Plans link

The *NEW Payment Dashboard* will open with limited functionality until July 2024 (only use this NEW Dashboard for Fall 2024 and forward).

Select Enroll in Payment Plan OR click Payment Plans in top menu bar.

Select the Term from the drop-down menu and click Select.
Available payment plans will be displayed (typically there will only be 1 plan per term/session).

Click **Details** to see more information about the plan such as number of payments and more.

Click **Select** to proceed with setting up the Fall 2024 payment plan.

Enter the amount you want the Payment Plan to be and click Update Schedule.

Review the information is correct and what you expected.
Select if you want Automatic Payments. Select Yes or No and click Continue.

*Automatic Payments are highly recommended to avoid late fees and holds!

Select how you want to pay your first payment and set up fee (required to have the plan).

- **Credit Cards** are handled via PayPath and will assess a 2.85% service fee for domestic cards and 4.5% for international cards.
- **Electronic checks** are free, unless returned for any reason (checking or savings account)
  - Please be prepared with your bank routing number and bank account number.

Prior to making the actual payment, agree to the Payment Plan Agreement and click Continue.

- You will need to scroll through the agreement before you can click the “I agree” box.
If you selected Card Card via PayPath:

1. A pop-up window will appear for PayPath – note the service fee (2.85% or 4.5%)
2. Click Continue
3. Payment Amount Information—note the service fee (2.85% or 4.5%)
   a. Click Continue

4. Enter your payment information and click Continue.

5. Verify the information entered is correct, Agree to the Terms and Conditions and click Submit Payment.
   a. An approval screen will appear, and you will receive a confirmation email as well.
If you selected Electronic Check:

1. Enter your payer information – be careful selecting Checking or Savings as well as entering your bank information slowly and carefully. Click Continue.

2. The Payment Plan Agreement should be accepted if not already done.

3. Review the payment information, click the I agree to the terms and conditions box. Click Continue to process the payment request.

An approval screen will appear, and you will receive a confirmation email as well.
The payment plan is set up - Click Home icon in the top menu bar. The payment plan details now show on the NEW Payment Dashboard home screen, including the remaining payments and due dates.

*Remember until July 2024, your Fall 2024 charges, and pending aid, will not yet be seen in NEW MyKU. Awarded aid may show sooner, but aid must be pending to be considered as payment and that cannot happen until there are charges and all requirements have been completed for the aid.
Changing the Payment Method for an Installment or All Installments

Changing the payment option for a scheduled installment payment is done under Payment Plans, however you must have the new (or other) payment method saved in your Payment Profile to make a change.

**My Profile > Payment Profile**

Once that additional payment method is in your Payment Profile, proceed.

1. Click on Payment Plans in the top menu bar.
2. Locate the installment you want to change the method of payment for.
3. Under Action, click the settings icon.
   a. Options are Edit or Delete (payment method).
   b. Select Edit and the new method.
   c. Click Save.

You will see that installment now shows the new Method for that single installment in the chart of installments. That installment only will be paid by the new method while the others remain with the original method (unless changed).

If you want to change all installments to the new method – click **Update All Methods** and proceed.