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SHSU BURSAR'S OFFICE

Sam Houston
STATE UNIVERSITY
A Member of The Texas State University System

PAYMENT INFORMATION FOR STUDENTS

**ENROLL IN A
PAYMENT PLAN**

**MAKE ONLINE
PAYMENTS**

**MAKE PAYMENT
PLAN PAYMENT**

PAYMENT PLANS & PAYMENTS

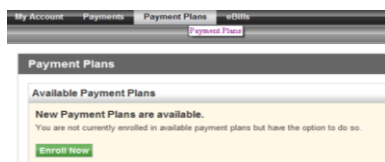
Enroll in a Payment Plan

Log into “My Sam”

Click on the “My Account” tab

Click on “Student Account Center” (in the center of page under Bursar’s)

Click on the “Payment Plans” tab at top of the page and then click “Enroll Now”



Select correct term from drop down menu and **View payment plan details:**

Click “Continue” to view fees and then click “Display Payment Schedule” to view payment amounts and dates.

Click “Continue” to make any payments due immediately.

Follow steps for making a payment via:
Credit Card;(MasterCard, VISA, AMEX, Discover, China Union, JCB)

**Electronic Check;
Debit**

(not all banks honor online debit, verify with your bank before choosing this option)

Payment Plan Agreement is last step, be sure and scroll all the way to bottom and “Check” the “I agree” box. Print agreement at this time. Click “Continue” to complete transaction and receive payment confirmation and receipt if applicable.

Verify your enrollment in a payment plan by viewing your “Currently Enrolled Plans” in the “Payment Plans” tab

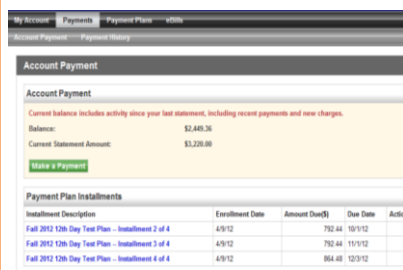
Making Payment on a Payment Plan

Log into “My Sam”

Click on the “My Account” tab

Click on “Student Account Center” (in the center of page under Bursar’s)

Click on the “Payments” tab at top of page.



Click on “Pay” beside installment payment due.

From here pay full amount due in the “Payment Amount” box, or adjust to a lesser amount. (Paying a lesser amount could result in loss of schedule or late fee)

Follow steps for making a payment via:
CreditCard ;(MasterCard, VISA, AMEX, Discover, China Union, JCB)

**Electronic Check;
Debit**

(not all banks honor online debit, verify with your bank before choosing this option)

Final step would be “Submit Payment”

receipt and confirmation number will appear

Making Payment “NOT” on a Payment Plan

Log into “My Sam”

Click on the “My Account” tab

Click on “Student Account Center” (in the center of page under Bursar’s)

Click on the “Make a Payment” & “Make a Payment” again

Select “Pay by term” button

Select correct term(s) you wish to pay

Or

Select the “Pay by line item” button if available and select the item(s) you wish to pay.

From here pay full amount due in the “Payment Amount” box, or adjust to a lesser amount. (Paying a lesser amount could result in loss of schedule or late fee)

Follow steps for making a payment via:
CreditCard;(MasterCard, VISA, AMEX, Discover, China Union, JCB)

**Electronic Check;
Debit**

(not all banks honor online debit, verify with your bank before choosing this option)

Final step would be “Submit Payment” receipt and confirmation number will appear