How to set up an online installment payment plan

Log into your student portal.

Click on the “Finance” tab on your student homepage.
The Student Financials Collections page will load. From here click the “Payment Plan” hyperlink on the lefthand side of the screen.

Select the Installment Plan.

Review this page with the Estimated Payment Plan Charges and click, Continue.
Read this page in its entirety and if you agree, click “Accept Plan”

The installment plan will load under the “My Payment Plans” heading. Click the double arrows.

The installment dates and amounts will appear. You are enrolled in a payment plan.
Now you must make your first installment payment. Click Make a Payment.

Type in the payment amount (25% + $25 set up fee), pay by, accept terms & conditions, and click submit.
Fill in all the required payment prompts and click, Continue.

Required fields are highlighted with an asterisk.

Payment Information:
- **Amount:** $1,408.60
- **Campus:** 00759
- **EmpId:**
- **Cashier:**

Please enter the following information about your payment method:
- **Cardholder's Name:**
- **Cards Accepted:**
  - American Express
  - Discover
  - MasterCard
  - Visa
- **Card Number:**
- **Card Security Code:**
- **Expiration Date:**

Billing Information:
- **Address Line 1:**
- **Address Line 2:**
- **Country:** United States
- **ZIP Code:**
- **City:**
- **State:**

Receipt Information:
- **Email Address:**

Debug Information (1st handshake with engine):
Verify all the information and click, Confirm.

Please verify the following information:

**Amount:** $1,408.60  
**Campus:** 00750  
**Emplid:** 

Card Information:

**Cardholder's Name:** 
**Card Type:** 
**Card Number:** 1111  
**Card Security Code:** 
**Expiration Date:** 4/2027

Billing Information:

**Address Line 1:** 
**Country:** United States  
**City:** 
**State:** Texas  
**ZIP Code:** 

**Email Address:** clearlake@uhcl.edu

Is this information correct?

[Confirm] [Modify] [Exit]
Once your payment has been accepted, you may return to your Home page.

Confirm Payment

Thank you for your payment. Your payment has been accepted. It may take up to 2 hours for your student account to be updated.

Please do NOT attempt another payment if your account is not updated and contact the Student Business Services at 281-283-2170 or 281-212-1675.

Please print this page for your records.

Transaction ID 2945020
Total Payment $1,408.60
Effective Payment Date 10/09/2023
Email ID clearlake@uhcl.edu
A receipt has been sent to the provided email address.

Return to Home