Step 1  Log into your student portal.

Step 2  Click on the “Finance” tab on your student homepage.
Step 3  
The Student Financials Collections page will load. From here click the “Payment Plan” hyperlink on the lefthand side of the screen.

Step 4  
Select the Short-Term Loan plan.

Step 5  
Review this page with the Estimated Payment Plan Charges and click, Continue.
Step 6  
Read this page in its entirety and if you agree, click “Accept Plan”

Step 7  
The installment plan will load under the “My Payment Plans” heading. Click the double arrows.

Step 8  
The installment dates and amounts will appear.
**Step 9**  
You are enrolled in a payment plan.

**Step 10**  
Now you must make your first installment payment. Click Make a Payment.

**Step 11**  
Type in the payment amount (25% + $25 set up fee), pay by, accept terms & conditions, and click submit.
Step 12

Fill in all the required payment prompts and click, Continue.
Required fields are highlighted with an asterisk.

Payment Information:
Amount:*  $2,793.72
Campus:*  00759
Emplid:*  
Cashier:

Please enter the following information about your payment method:
Cardholder's Name:*  
Cards Accepted:  
Card Number:*  4111111111111111
Card Security Code:*  111
Expiration Date:*  03  2026

Billing Information:
Address Line 1:*  
Address Line 2:  
Country:*  United States
ZIP Code:*  77058-1559
City:  
State:  Texas

Receipt Information:
Email Address:  clearlake@uhcl.edu

Step 13  Click Confirm
Please verify the following information:

**Amount:** $2,793.72  
**Campus:** 00759  
**Empid:**

**Card Information:**  
**Cardholder’s Name:**  
**Card Type:** Visa  
**Card Number:** ********1111  
**Card Security Code:** ****  
**Expiration Date:** 3/2026

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

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

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*Is this information correct?*
Step 14

Once your payment has been accepted, you may return to your Home page.