

6 Easy Steps for Paying Online

For Check Payments, Debit Card, MasterCard, Visa, Discover and American Express:

1. Log-in to www.untDallas.edu then MyUNT D using your EUID and password click on “Finance”
2. Select “Make a Payment” > Pay Now
3. Click on “Pay Bill” > “Make a Payment by Credit Card or Echeck”
4. Enter the Dollar Amount without any commas or dollar signs (**Enter the amount you would like to pay**)
5. Select a payment method, Click on “Continue”, then fill out the information necessary to process your payment.
6. Wait for your Confirmation number to confirm the transaction

*Payment must be completed by your designated due dates listed under your account summary at my.untDallas.edu.
Additional information is available at www.untDallas.edu/SFS*

8 Easy Steps to set up the installment Plan

The installment plans are available for the Fall and Spring semesters. Each payment plan has a \$20.00 Administrative fee. You must place yourself on the installment plan each semester you decide to use the installment plan.

1. Log-on to www.untDallas.edu, MyUNT D your student portal using your EUID and password
2. On the left-side menu, click on “Finances”
3. Click on “Make a Payment”
4. Click on the “Installment Plan” (Purple tab)
5. Click on “Installment Plan Information – For Fall and Spring Semesters”
6. Read the terms and conditions then click on “Pay Installment Amount and Go on Installment Plan.”
8. Read the information and then click on “Make a Payment”

Installment Plan Options

4 Installment Plan (Everyone is Eligible)

EXAMPLE

- Total Eligible Charges: \$3,774.45
 - Pay Plan Eligible Charges: \$3,774.45
 - Pay Plan Fee: \$20.00
 - Total Payment Plan Amount: \$3,794.45
- 1st payment \$963.62, 2nd, 3rd and 4th payments \$943.61**

Due Dates:

Fall: 4-month plan: August (1st day of classes) - November
Spring: 4-month plan: January (1st day of classes) - April

3 Installment Plan (Anticipating Financial Aid)

EXAMPLE

- Total Eligible Charges: \$3,924.45
 - Pending Financial Aid: \$1,734
 - Pay Plan Eligible Charges: \$2,190.45
 - Pay Plan Fee: \$20.00
 - Total Payment Plan Amount: \$2,210.45
- 1st payment \$750.15, 2nd and 3rd payments \$730.15**

Due Dates:

Fall: 3 – month plan: September – November
Spring: 3 –month plan: February - April