

For the Fall and Spring semesters, West Texas A&M University offers a deferred payment plan which divides the total charges of the student's bill, (tuition, mandatory fees, housing, meal plan, and non-mandatory fees such as New Student Orientation, and Buff Branding), into four amounts due at four separate deadlines. Please note: Payment plans are not available for intersession or summer semesters. These balances must be paid in full by the deadline.

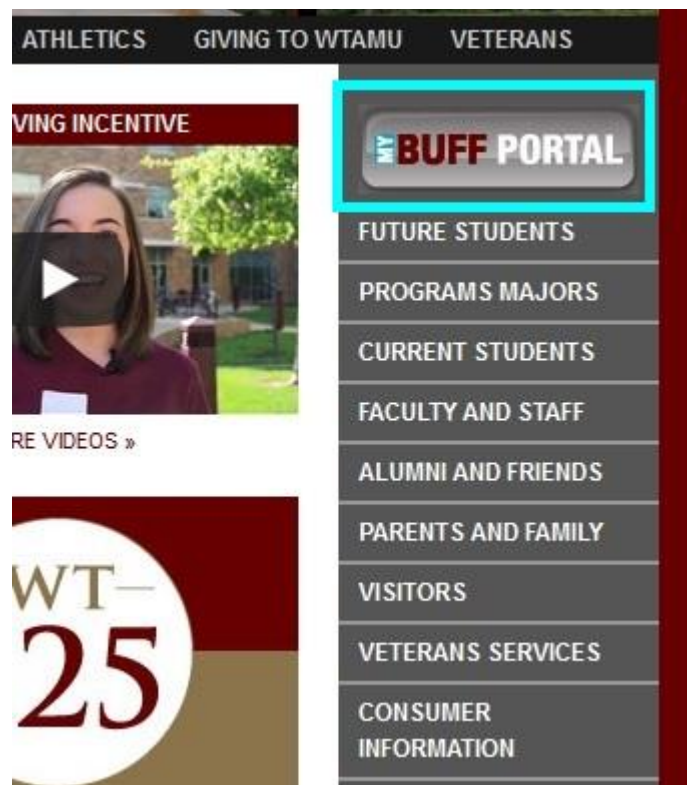
If a student knows their bill cannot or will not be paid in full by the first payment deadline, they must set up their account on a payment plan AND have the balance due for the first deadline paid to avoid having their schedule deleted for non-compliance.

First, we strongly encourage students to use Mozilla Firefox, Google Chrome or Internet Explorer for all portal activity. There is a chance that Safari will not load pages correctly. If the icons do not load, we encourage you to try a different browser.

To add an authorized user, begin at the WTAMU homepage:

www.wtamu.edu

Click on My Buff Portal on the right side of the screen. This portal is where your student will manage all university business:



Next, your student will enter their username and password. If your student has forgotten their password, they can utilize the **Forgot Password** link, or the **Reset Password** link below the login area. If neither of these options are available, the student can call the **HELP line** using the number provided to the right of the login box.



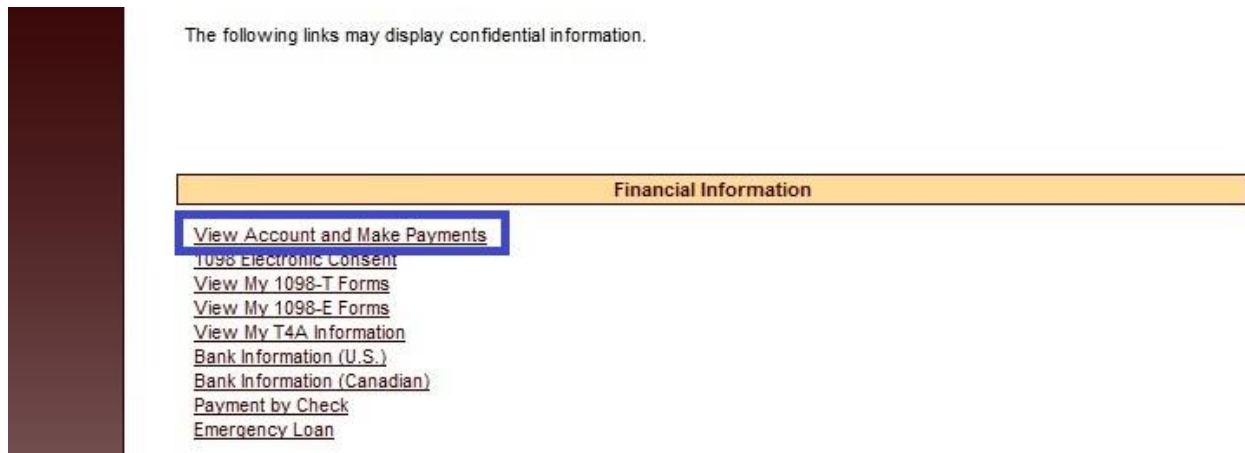
Once your student is in the portal, several icons will be available in the upper right hand corner. Click on the green compass for Buff Advisor.



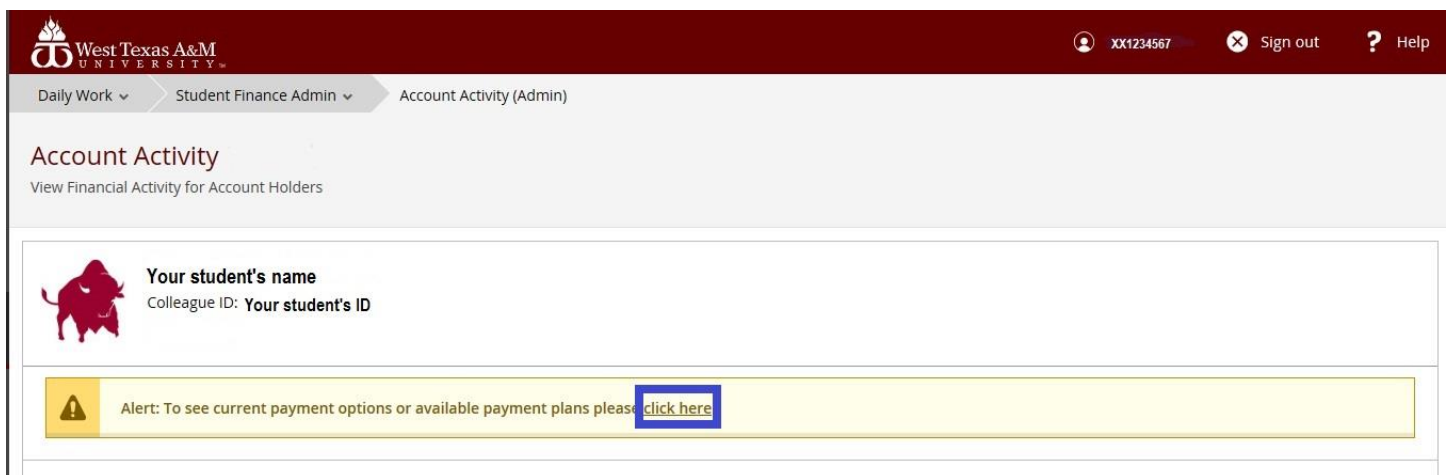
Next, your student will be redirected to a bridging screen. They will need to click Students in the lower right corner.



Once the next page loads, the student is now in the Buff Advisor module. To access TouchNet for all items related to billing, the student must click the first link, [View Account and Make Payments](#).



Please note that on this screen, the student will see a yellow alert bar. They must click on the [CLICK HERE](#) link to be redirected into TouchNet.





Once this page loads, the student is now in the TouchNet system on the home page for the student's account. On the right side of the screen, the student will click Enroll in Payment Plan.


| | |
|---|------------|
| Student Account | ID: xxx |
| Balance | \$9,507.94 |
| <div style="display: flex; justify-content: space-around;"> View Activity Enroll in Payment Plan Make Payment </div> | |

On the next screen, the student or authorized user will select the term.

Payment Plan Enrollment


Select


Schedule


Agreement

Select Term

The next screen will show the total balance divided into four with the deadlines.

| Payment Schedule | | | |
|--|----------|--|-----------------------------|
| Description | Due Date | Amount paid:(\$) | Amount Due:(\$) |
| Setup fee | Due now | 0.00 | 30.00 |
| Installment 1 | 8/21/18 | 0.00 | 2,376.99 |
| Installment 2 | 9/20/18 | 0.00 | 2,376.99 |
| Installment 3 | 10/11/18 | 0.00 | 2,376.99 |
| Installment 4 | 11/8/18 | 0.00 | 2,376.97 |
| | | Total Amount Paid: 0.00 | |
| Amount will include payment deadline amount if set up on payment deadline day. | | Total of installments: 9,507.94 | |
| | | | Total due now: 30.00 |

If the payment plan is set up before the payment deadline, the only amount due at that time is the payment plan fee. For Fall 2018, the payment plan fee is \$30.00 due at the time of set up. If the payment plan is set up on the payment deadline, the amount of the first 25% AND the \$30.00 set up fee will be due at the time of set up.

On the next screen, the student or authorized user would like to set up automatic payments using credit or debit card, or checking or savings account.

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back Cancel Continue

To complete the set up, you will need to follow the prompts to submit payment.

Once the payment plan is set up, the student will receive an email notifying them that the payment plan is set up.

IMPORTANT INFORMATION REGARDING THE PAYMENT PLAN

The payment plan only takes into account the total charges billed for the semester, NOT the remaining balance due in the event that an account has any payments posted to the charges at the time of payment plan set up. To see actual amounts due, the student will need to allow up to 24 hours for the payment plan to recalculate.

It is not unusual for a student to see a payment is not due until later in the semester because payments calculate into the payment plan for the first payment deadline. Any over payment is rolled into the next payment deadline. While a payment is not required until a later date, we do encourage payment to be made at any time before the payment deadline. For example, if a student does not have a payment deadline until November 8th for \$2000, we recommend that payments be made to that balance monthly if possible, rather than waiting until the deadline to pay the full amount.

Any time a payment is made to the payment deadline, the student will receive an email notifying them that their payment plan has been updated. This is a courtesy notification that should prompt students to login and check their payment plan.