

Setting Up a Payment Plan with the Student Account Center

- 1) Go to the [Student Self-Service](#) page. Use the Student Self-Service button to log into the Student Information System (SIS).
- 2) After logging in, you will see the Student Services landing page. To open the Student Account Center, click on the “Student Account Center (Pay Now/Account Details/Authorize Payment Agents)” link under Student Accounts Receivable.

Home Student Example

Student Services

Hello Student Example,
Note: current students need to log in with their network ID username (not UID) in order to access certain menu options, including the degree audit.

Welcome to Student Self-Service

- Registration**
 - View Holds
 - Add/Drop Classes
 - Browse Classes
 - Textbook Listing
- Degree Requirements**
 - View My Degree Audit (Current Students Only)
 - Apply to Graduate
 - View Graduation Application
- Academic Records**
 - View Grades (Most Recent Term Only)
 - View Unofficial Transcript (All Terms)
 - Order Official Transcripts
- Student Accounts Receivable**
 - Student Account Center (Pay Now/Account Details/Authorize Payment Agents)**
 - Statement and Payment History
 - Direct Deposit
 - Tax Notification (1098-T)
 - Student Health Insurance Waivers
- Financial Aid**
 - Financial Aid Self-Service
 - Financial Aid Website
- Personal Information & User Account**
 - Student Profile
 - Update Personal Information
 - Change My Name
 - Sign Up for OHSU Alert Texts
 - Complete Outstanding Action Items
 - Change OHSU Network Account Password (on OHSU network only)
 - Change Student ID Number Password (must be signed on with Student ID Number)

- 3) You will be redirected to the Student Account Center Website. If you have not done so previously, you will be asked to accept the Student Financial Responsibility Agreement and given the chance to add an authorized user, secondary email, and saved payment method if desired.
- 4) The Student Account Center dashboard will be displayed. General announcements will be in the left sidebar, your current balance will be displayed in the main window, and profile options will be in the right-side bar.

Logged in as: Student Example | Logout

Announcement

Welcome to your OHSU Payment Account Center!
You can view your current account activity, make a payment, or enroll in a payment plan. You can also allow your parent/guardian to access your account to make payments and view your current activity by completing the **Authorized User** set up.

OHSU Bills
In lieu of a paper billing statement, OHSU uses an electronic billing system that allows you to have access to your account summary. To receive an e-Bill statement, a student must have registered for classes prior to the bill issue date. The e-Bill statement is a snapshot in time. We remind all students of their responsibility to check their latest e-Bill and submit their payment on or before the due date.

Student Account

ID: \$2,110.00

Balance

View Activity Enroll in Payment Plan **Make Payment**

My Profile Setup

- Authorized Users
- Personal Profile
- Payment Profile
- Consents and Agreements

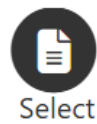
Term Balances

Fall 2025	\$2,110.00
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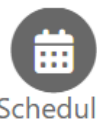
- 5) OHSU offers students a 3-month payment plan. There is an enrollment fee of \$25.00 for each term. Students who sign up for a payment plan are expected to make their monthly payments each month or interest will be assessed at 1.5% of the balance.
- 6) If you wish to set up a payment plan, click the Enroll in Payment Plan button to the right of the green Make Payment button.
- 7) The term selection window will display. Choose the term from the drop-down menu and click the Select button to continue.



Payment Plan Enrollment



Select



Schedule



Agreement

Select a term

Fall 2025



Select

- 8) OHSU only offers one payment plan option with a one-time fee of \$25 due at the time of enrollment. To see the amount that will be charged for each of the three payments, click the Details button. When you are ready to proceed, click the green Select button. *Note: Payment plans have a limited time enrollment window prior to the start of each term. If you do not see a payment plan option listed for the current term, it is likely that the enrollment window has closed. Be sure to set up your plan in advance of the start of each term to ensure enrollment.*

Agreement


▼

Select

Select

- 9) The complete payment plan details and schedule will be displayed. The left column will show the total balance eligible for the payment plan. If you wish, you may enter an amount to pay towards the balance today to reduce the amount due for each installment payment in the green Optional down payment box and clicking the

Update Schedule button.



Logged in as: Student Example | Logout

[Home](#) [My Account](#) [My Profile](#) [Make Payment](#) [Payment Plans](#) [Help](#)

Payment Plan Enrollment

Select

Schedule

Agreement

Fall 2025 Term based 3 Installment Plan

Plan Description

First payment will be due September 30 2025

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Fall 2025	2,110.00	
Balance:		2,110.00

Optional down payment:

Update Schedule

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$0.00**

Installments	Due Date	Amount(\$)
Installment 1	9/30/25	703.33
Installment 2	10/30/25	703.34
Installment 3	11/30/25	703.33
Total of installments:		2,110.00

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	25.00
Total amount paid:		0.00	
Total due now:			25.00

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


- 10) The right column will display any amount you owe that is not eligible for the payment plan in bold. Below that, it will list the scheduled dates and payment amounts.
- 11) The bottom text box lets you choose whether to set up automatic payments for the three scheduled payment dates, or if you want to choose to manually make the

payments by the due dates. Choose your preferred option and click the green Continue button.


- 12) You will need to pay the enrollment fee and any additional payment amount you choose to make now to complete your enrollment. If you choose to set up scheduled payments, they will use the same payment method that you use for this payment. Set up your payment and pick the green Continue button. (For more information on setting up a payment, see the Making a Payment with the Student Account Center guide).





Logged in as: Student Example | Logout 




Payment Plan Enrollment

Select

Schedule

Payment


Agreement

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.

* Indicates required information

Amount: \$25.00

Select Payment Method:*

Debit Card 

Back

Cancel

Continue

- 13) The Payment Plan Agreement pop up window will display. You must read through the entire agreement and check the box to agree to the terms of the payment plan. You may click the Print Agreement button to print or save a copy of the agreements for

your records. When you are ready to proceed, click the green Continue button.

Payment Plan Agreement

- You are submitting a payment today of \$25.00 as a part of your enrollment.
- You must accept this agreement to enroll in this payment plan.
You will need to scroll through the agreement and select the checkbox to continue.

Please read the following agreement carefully before you continue.

School Name: ("School")

Oregon Health and Science
University

School Address:

Attn: Student Financial Services
MC:332ARB
3181 SW Sam Jackson Park Road
Portland, OR 97239-3098

FEDERAL TRUTH IN LENDING ACT DISCLOSURES

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of	The dollar	The amount of	The amount you will have

☐ I agree to the payment plan agreement.

Scroll through the agreement and select the checkbox to continue.


Print Agreement

Change Payment Method

Cancel

Continue

14) The payment receipt will be displayed. You may use the Print button to Print a copy for your records.



Logged in as: Student Example | Logout

[Home](#) [My Account](#) [My Profile](#) [Make Payment](#) [Payment Plans](#) [Help](#)

Payment Receipt

You have successfully enrolled in Fall 2025 Term based 3 Installment Plan and your payment has been received. Thank you.

Payment Confirmation

Payment date:	8/28/25
Payment time:	15:09:35

Card type:	VISA
Name on card:	Student Example
Account Number:	4XXXXXXXXXX1111
Description:	Student Account Payment
Student name:	Student Example
Payment method:	4XXXXXXXXXX1111

Name of Payee:	Oregon Health and Science University Attn: Student Financial Services MC:332ARB 3181 SW Sam Jackson Park Road Portland, OR 97239-3098
Setup fee:	\$25.00
Amount paid:	\$25.00
Confirmation number:	20250828000000
Authorization code:	170931

Card not present for this transaction. Please print this page for your records.

Print

15) You can click on Payment Plans on the top menu bar to review and manage your plan at any time. This screen will allow you to view your agreement, pay off your balance, update information for scheduled payments, or make an installment

payment at any time.

Payment Plans




[Manage Plans](#)[Plan History](#)

You are not yet enrolled in a payment plan for the current term. There are no active plans available for enrollment at this time.

Fall 2025 Term based 3 Installment Plan

Plan name	Fall 2025 Term based 3 Installment Plan	Setup fee	\$25.00
Enrolled by	Student Example	Payoff amount	\$2,110.00
Enrollment date	8/28/25		
Term	Fall 2025		

[View Agreement](#)[Pay Off Plan](#)

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Fall 2025 Term based 3 Insta -- Installment 1 of 3	9/30/25	Scheduled	Student Example	9/30/25	Debit Card	\$703.33	
Fall 2025 Term based 3 Insta -- Installment 2 of 3	10/30/25	Scheduled	Student Example	10/30/25	Debit Card	\$703.34	
Fall 2025 Term based 3 Insta -- Installment 3 of 3	11/30/25	Scheduled	Student Example	11/30/25	Debit Card	\$703.33	

[Update All Methods](#)[Pay Next Installment](#)