

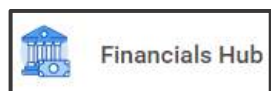
## Student Self-Service: How to Sign Up for a Payment Plan

This quick reference guide (QRG) supports students in setting up a payment plan in Transact. Payment plans must be set up before the payment due date; plans cannot be started for past due balances.

### SIGN UP FOR A PAYMENT PLAN

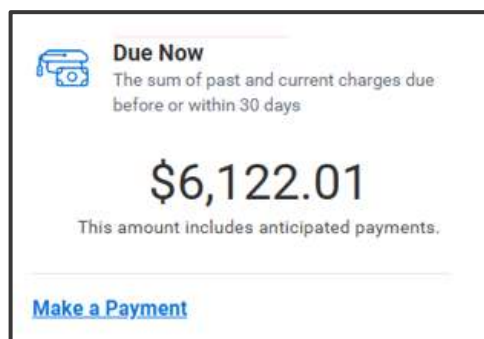
1. From the Workday Home page, click the **Global Navigation Menu** in the top left corner of your screen.

2. Click **Financials Hub** within the 'Menu.'



The *Financials Overview* screen displays.

3. View the amount 'Due Now' and click **Make a Payment**.



4. Notice that you will be redirected outside of the Workday application to complete the payment. Your institution uses a system called Transact to process payments.



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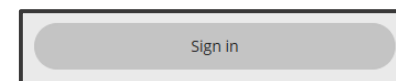
5. Click **OK**.

The *eCommerce Payment System* login screen displays.

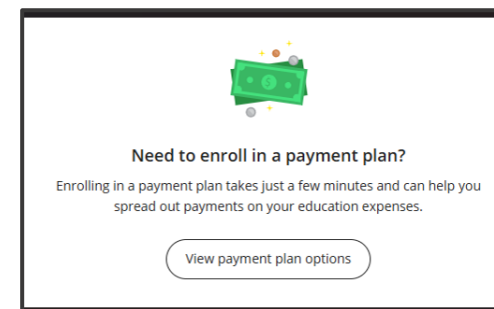
6. Type in your institutional **User Name** and **Password** credentials.

A login form with two input fields. The first field is labeled "User name" with an information icon (i) to its right. The second field is labeled "Password".

7. Click the **Sign In** button. You may see a 'Sign in with <your institution name>' button that you can also select.



8. The Overview page will display. On the left-hand menu, select Payment Plans. Once the Payment Plan screen displays, select 'View payment plan options'.



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The *Payment Plans* tab will open on the right-side of the page.

9. View the payment details, including the amounts and dates of each installment.

The screenshot shows the 'Payment Plans' section for 'FALL\_2025'. It features a circular progress indicator with '\$11,500' in the center, labeled 'Amount you can enroll in plan'. Below this, it states '4 payments | \$40 enrollment fee'. A 'Payment Schedule' table is also visible.

Payment Number	Amount	Due Date
1	\$2,875	Payment due 8/15/25
2	\$2,875	Payment due 9/15/25
3	\$2,875	Payment due 10/15/25
4	\$2,875	Payment due 11/15/25

10. To proceed, click **Enroll in plan**.

11. After reviewing the Payment Schedule and the Terms and Conditions, check the acknowledgement box and enter your initials as an electronic signature.

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The screenshot shows a confirmation box with a checkbox and text: 'I have read the Truth In Lending disclosures presented on this screen, and agree to be bo... account. Please be advised to check your auto payment setup for any changes to your acc...'. Below this is a text input field with a red asterisk and the instruction: '\* Enter your initials as electronic signature. Minimum of 2 maximum of 5 characters.'

12. Click **Continue**.

The enrollment fee for your institution displays, along with your payment options.

13. Select the **Payment method** or type in **New credit or debit card** or **New bank account** information. Note that this is the payment information for your enrollment fee. You will be able to change the payment method before making a scheduled payment.

The screenshot shows the 'Payment method' selection screen. It has a title '\* Payment method' and three options: 'Test Visa (\*\*\*\*1111) VISA', 'New credit or debit card', and 'New bank account'.

14. Click **Continue**.

The confirmation of the Payment Plan enrollment fee displays.

Last step! Let's make sure we have your correct information.

**Email address** jar035@uark.edu

All notifications regarding this payment plan will be sent to the email address(es) saved in your profile.

**Summary**

<b>FALL_2025: Fall 2025 Installment Plan</b>	
Enrollment fee	\$40.00
<b>Total</b>	<b>\$40.00</b>

**Payment details** [Change](#)

<b>Card number</b>	**** *0005	<small>AMERICAN EXPRESS</small>
<b>Expiration date</b>	01 / 28	
<b>Zip/Postal code</b>	32606	

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- Click the **Pay** button to pay the enrollment fee.
- You are now enrolled in the payment plan. To return to your payment plan, select Payment Plans on the left-hand menu. Previous and current payment plans will display. Click into a plan to make a payment.

Payment Plans		
<b>Current plans</b>		
Plan	Paid	Remaining
 SPRING_2025: Spring 2025 Installment Plan - WD	\$3,283.40	\$0
 FALL_2025: Fall 2025 Installment Plan	\$0	\$11,500