TUITION PAYMENT PLAN

Enrollment Instructions for Students

1. Log into JayWeb
2. Click on Finances
3. Click on "Click to View your Business Office Account"
4. On the "your account" screen you will see a section for tuition payment plans
5. Select the payment plan option that works best for your budget
6. Follow the prompts to enter your payment plan amount and pay the required application fee ($35.00 for a single semester plan or $55.00 for an annual payment plan)
7. Once your payment plan has been established, you will see it listed under the tuition payment plan section
8. You may elect to have payments automatically debited from a savings or checking account or you may elect to manually make your payments through Transact Payments.
9. If any changes should need to be made after completing the payment plan application, please contact the Business Office at businessoffice@etown.edu or 717-361-1417

Enrollment Instructions for Parents and Other Bill Payers

1. Your student must first provide you with a pin to access their Transact Payments account if they had not previously done so
2. Click on Parent/Other Payer E-bill Account Login at www.etown.edu/businessoffice
3. Follow steps 4 through 9 above