

Enrollment Instructions for Students (prior to June Orientation)

1. Log into [Jayweb](#)
2. Click on Orientation Information & Deadlines
3. Click on "My Account Info" under Business Office/Finances
4. Click on "Click to View your Business Office Account"
5. You will then be logged into Transact Payments
6. Click on "View payment plan options" in the payment plan section
7. Select the payment plan option that works best for your budget
8. 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)
9. Once your payment plan has been established, you will see it listed under the payment plan section
10. 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
11. 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. Instructions on how to provide parent/other payer access to your Transact account can be found at https://www.etown.edu/offices/business-office/annual-expenses/accessing_your_account.aspx
2. Click on Parent/Other Payer E-bill Account Login at www.etown.edu/businessoffice
3. Follow steps 5 through 10 above