

## Enrolling in Auto Pay for Incidental Billing

Log in to the Family Portal.

Navigate to the Financial Tab.

Select the 'Financial Home' link on the right.

Select the Actions box next to the Incidental Expenses under the term and enroll.

Hello Test

The screenshot displays the Family Portal interface. On the left, the 'Payment Plan & Billing' section shows a current balance of \$3,565.00 and a 'Make a Payment' button. Below this is a table with columns 'SAMPLE TERM' and 'AMOUNT DUE'. The table lists 'Payment Plan (101 133 309)' with an amount due of \$3,550.00 and 'Incidental Expenses' with an amount due of \$15.00. An 'Actions' dropdown menu is open for the 'Incidental Expenses' row, showing options: 'Enroll In Auto Pay', 'Mail In Payment', and 'View Details'. A red arrow points from the 'Enroll In Auto Pay' option to the 'Incidental Expenses' row. On the right, the 'FACTS Grant & Aid' section has a 'Start Application' button. Below that, the 'Test User' profile shows an email address and options to register for text services and add an authorized party.

SAMPLE TERM	AMOUNT DUE
Payment Plan (101 133 309) <b>Actions ▾</b>	\$3,550.00
Incidental Expenses <b>Actions ▾</b>	\$15.00

If change the account used for autopay, you can click on that same Actions box and you will see the option to Change Financial Account.