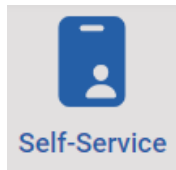


How to enroll in a Payment Plan



1: On the [CEI Website](#) go to your [Student Self-Service Page](#) under 'Quicklinks'



2: Login using your CEI email and password



Sign in

[Can't access your account?](#)



←

Enter password

[Forgot my password](#)

3: Click on 'Student Finance'

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

Student Finance
Here you can view your latest statement and make a payment online.

4: Click on 'Make a Payment'

Account Overview

Amount Overdue	\$0.00
Total Amount Due	\$0.00 Make a Payment
Total Account Balance	\$0.00 Account Activity

5: Continue to 'Secure Payment Center'

You are moving to the...
Secure Payment Center
To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.
This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

6: Click on 'Enroll in Payment Plan'

Student Account	ID: xxx	
Balance		
View Activity	Enroll in Payment Plan	Make Payment

7: Select the term you're enrolling in and complete the process!

Payment Plan Enrollment

Select Schedule Agreement

Select Term

CONTACT US FOR MORE INFO

208-535-5352

cashier.office@cei.edu

NEED HELP LOGGING INTO
SELF SERVICE?

208-535-5444

Important Websites:

CEI Website: www.cei.edu

Student Self-Service:

<https://colssprod.ec.cei.edu/Student/Finance>



College of Eastern Idaho offers a more convenient payment option! Payment plans are accessed online through CEI Student [Self-Service](#). Enroll and make payments anywhere, at any time of day, from CEI Student [Self-Service](#).

Follow these easy steps to sign up for a payment plan:

- Go to CEI Student [Self-Service](#) Student Finance tab and click 'make a payment'.
- Click 'Continue to Payment Center'.
- In the Payment Center, click "Enroll in Payment Plan" option.
- Select the term you are enrolling in, and complete the enrollment process!

Payment plan enrollment must be completed prior to the Tuition and Fee deadlines for each term to prevent removal from courses. A down payment of the tuition balance as well as a non-refundable enrollment fee is required at the time of enrollment. Contact the Cashier at (208)524-3000 option 3 with any questions.

- The enrollment period for a payment plan begins the first day of registration for that semester and ends on the last day of the add/drop period.
- Payment plans are available for Spring, Summer and Fall semesters. Students must enroll in a new plan each semester. A student can only have one payment plan per semester.
- Payments for the payment plan are due on the 15th of each month. Each payment plan allows for a five (5) day grace period. A late fee will be assessed for all payments made after the grace period.
- Any changes in the student account balance will automatically update the installment amounts.
- Students may set up installments to be processed automatically each month. If a student does not schedule installment payments, they will have to login and process a payment each month to avoid late charges.
- Students can set up Authorized users to view payment information and make payments.

Please note:

- Students paying in full do not need to enroll in a payment plan.
- Students are responsible for their payment plan until financial aid posts, and are responsible to confirm all financial aid paperwork has been completed to avoid delays.
- Students MUST satisfy their previous semester balance prior to enrollment.
- All unpaid obligations will result in a hold on student records, diplomas, and future registration.
- If a student is graduating, the payment plan must be paid in full prior to the release of diploma.
- A payment plan may be terminated for failure to make an installment payment according to the plan agreement, and the full balance will be due immediately.
- In the event of a payment plan default, CEI may refuse the student from enrolling in future payment plans.
- If obligations are not paid in full upon notification by the college, these debts may be referred to an outside collection agency and an addition 33% will be added to the account balance.