Setting up an Installment Payment Plan

Paying with an Electronic Check
Select “My Finances” Under the Student Pages Drop Down Menu Item in MyMemphis.edu
Click on the TigerXpress
Click on the “Enroll in Payment Plan” button to begin.
Using the drop-down menu, select the term you wish to sign up for the Installment Payment Plan and then click “Select” button.
This will detail the available Installment Payment Plan currently available for the term that you selected. Click on “Select” button to select the plan.
This box is a breakdown of the charges on your account that will be included in the Installment Payment Plan you selected.

This box displays the terms of the plan including when each payment is due, the amount due for each payment, and the amount due now.

Choose how you would like your future payments to be made and then click “Continue.”
Use the drop-down menu to select how you will make your payment.

Once you select how you are going to make your payment, click “Continue”.

- You must pay the plan fees before enrollment can be processed.
- You will be responsible for making installment payments on time, through this system, in person, or via mail.

Amount: $1,012.00
Method: Electronic Check (checking/savings)

*Card payments are handled through PayPal®, a tuition payment service.

Electronic Check - Payments can be made from a personal checking or savings account.
Make sure that you have the correct information from your bank account to fill out this form. The account number is **NOT** the same as what is on the debit card.

Make sure the Name and Address information enter matches the bank so that problems do not occur.

You can save this Payment Information by check the box and giving the account a unique name.

Click Continue to move on.
Check the I agree box to be able to continue

Click the Continue button
Check the “I agree” box to continue

Click the “Continue” button to complete the enrollment process.
Click the Continue button to complete the enrollment process.
You have signed up for the Installment Payment Plan Successfully.