Enrolling in a Payment Plan

This is a guide to enrolling in a Payment Plan and making your payments.
Logging In

This is the log-in site. You will type in your myGate user name and password and click “Log in”. **We recommend that you save this page as a favorite on your personal computer.**

*Log in to your myGate account now.*
Navigating myGate

This is the home page for the myGate site. From here, student workers/employees will be able to input their time under the “Employee” tab. You can view grades, schedule classes, pull MAP reports (degree audits), and view important dates for registration under the “Academics” tab. The “Money” tab is the place where you can view your bill, make payments, change/add a meal plan and view financial aid information.
Under the “Money” tab, you will see (on the right hand side) a list of financial aid information. If you are missing important documents or have yet to complete a step in the financial aid application process, you should see a RED flag listed instead of a GREEN check. If you see a RED flag – or you are trying to accept your financial aid awards – go to the box BELOW “Financial Aid Requirements” – titled “Financial Aid Awards” and click on the link.

Click on the “Financial Aid Awards” link.
Back out on the myGate site, if you scroll down under the “Money” tab, you will see a box called “My Account” – this is where you can view your current charges, e-bills, set up a payment plan & make a payment.

*Click the “My Account/View your ebill” link.*
This is the homepage for bill payment. There is a menu of options across the top of the page. Notice that this is where you can set up authorized users. When your authorized users sign in – they will NOT have to go through the myGate account. They will ONLY sign on through this website – which only grants access to the billing & payment aspect of the student’s account.

*Click the “Authorized User” link at the top of the page.*
Under the “Payment Plans” tab you will be able to enroll in a payment plan. Click Enroll Now button to begin the enrollment process.
First you will need to select the semester you are wanting to enroll.
Payment Plans

- This page shows the details of the payment plan you are enrolling. It shows the cost to set up, how many payments, and the late payment fee if you are late on a payment.
Payment Plans

- When you enroll in the payment plan you can make a down payment on the account. Click Display Payment Schedule to continue.
Payment Plans

- This shows you the payment schedule and how much is due on what dates. You will also have to select to make automatic payments or manually make the payments each time. Click Continue.
Payment Plans

From this page you can select your payment method and click Select to begin the payment process.
There are many “Make a Payment” links on the billing site. Clicking on one of those will take you to an account summary screen (like the one shown above).

*Click the “Make a Payment” action to begin to process your payment.*
Making a Payment Online

From this page you can see how much you owe and enter how much you would like to pay towards that amount.
Select which method of payment you would like to use (Electronic Check, Credit Card via PayPath or ATM Debit Card). This is also where you can select any saved payment methods you may have.
To pay with an electronic check – please select the account type (checking/savings) from the drop-down menu, fill in the routing number, account number (and confirm), the name on the account, & billing address. The routing number is GENERALLY the FIRST NINE digits on your personal check. The middle group is usually the account number – with the last grouping of numbers being the individual check number (should match the check number in the top right hand corner).

You may choose to SAVE this payment method, if you wish.
Paying Online - ACH

Review the agreement. Make sure that the correct bank is listed and the correct amount is being paid. You may want to print the agreement for future reference. Once you have finished – click the box to agree & submit. After this step – you should receive CONFIRMATION that your payment was made.
Paying Online

For credit card payments – select “Credit Card via pay-path” from the drop down menu. Once it has been selected click “Continue and it will take you to PayPath.”
Paying Online

This is the Pay-Path site for credit card payments. Make sure the term and amount are correct and then click Continue and follow the on screen directions.
Finally, you may also pay online with a debit card. Choose the ATM/DEBIT CARD option from the drop-down menu and input the card number. Do not include dashes or spaces.
Paying Online

Enter the card holder name (just as it appears on the card) and expiration date.

PLEASE NOTE: debit cards must be able to be run as **pin-less** debits. If your debit card **REQUIRES** that you put in a pin number when you use it – you will have to come to the Cashier’s Office to use that card for payment. You cannot use cards that are strictly ATM cards to pay using the myGate system.

*When you have input the correct information, click CONTINUE.*
Verify that all information listed is correct. You may go back and make changes using the “cancel” button below. If you wish to proceed with the payment – click the SUBMIT PAYMENT button. You will then receive confirmation that the payment has been made.
Payment Plans, Cont

- Payment plans must be set up at the BEGINNING of the semester if student payments/financial aid/scholarships or other third-party payments will not cover the entire amount of the student’s bill.
- NEW payment plans must be originated each semester. If you signed up for a payment plan in the fall, and would like to have one in the spring as well – you MUST set up a NEW payment plan on the billing website.
- The set-up fee for the payment plan is $30. This is the only fee that occurs, unless a payment is made 5 days after the due date. If a payment is more than 5 days late – a fee is 0.65% of the total balance left unpaid will be charged.
- Automatic payment is not required, but it is available. You will be sent email notification when a payment is due, and also when your payment is made (if you have it set to come out automatically).
If you have questions regarding your billing, using the myGate billing/payment system, or charges to your account – feel free to contact the Bursar’s Office:

270-809-4227

Or by email at:
msu.bursar@murraystate.edu