2. Click the WebAdvisor Log In link in the upper right corner of your screen.
3. Input your User ID and Password, then click Submit.
4. Click the Students menu link, located in the left portion of your screen.
5. Click the View Account and Make Payments link, located under the Student Accounts section.
6. Upon clicking the View Account and Make Payment link, a new browser window will open, taking you to the Account Summary page of the Ranger Portal.
7. Students can access the Make a Payment screen using various options.
   a. Click the Make a Payment link, located in the center of your screen, aligned in the Total Amount Due row.
Ranger Portal
Payment Plan Setup

b. Click the Student Finance at the top of your screen, producing a drop down of option, then clicking the Make a Payment link.

c. Click the financial institution icon in the left column of your screen, located under the home icon, click Student Finance then click Make a Payment.

8. Once you have accessed the Make a Payment screen, click the Create a Payment Plan button located within the scrolling bar at the top of your screen.
Ranger Portal
Payment Plan Setup

9. Click the radio button next to Student Receivables for the Semester Term charges wanted and click Continue.

10. Review all details of your payment plan including your payment schedule. Read the Payment Plan Terms and Conditions thoroughly, click the “I agree...” check box, and then click Continue to submit your payment plan.
11. Once submitted, you will be taken to the Payment Plan Acknowledgement page. It is highly recommended you print or save a copy of these payment plan details.

12. To exit the Payment Plan Acknowledgement page, simply scroll to the bottom of the page and click Continue.

13. You will be taken back to the Make a Payment screen, which will display your newly requested payment plan payment schedule.

14. You can now log out of the Ranger Portal and or WebAdvisor as your payment plan has been established.