Manually Enrolling Students in a Payment Plan for Tuition and Fees

PATH: Main Menu > Student Financials > Payment Plans > Payment Plan > Assign

While the student is responsible for activating the Fee Payment Plan (FPP) in CalCentral, there may be instances where an authorized staff member with proper security may need to activate the plan on the student’s behalf (e.g., the cashier received the first installment payment with a note to activate FPP). This job aid outlines the steps to manually activate the plan.

Important Information:

- Starting in Fall 2016, the five-installment payment plan will be known as the Fee Payment Plan (FPP); formerly known as the Deferred Payment Plan (DPP).
- The FPP participation fee is $60.00.
- Only students will be able to activate CalCentral; delegates will not be able to activate FPP.
- Payment will not be required to activate FPP.
- For details about FPP, visit http://studentbilling.berkeley.edu/deferredPay.htm

1. After you have logged in to Campus Solutions, using your CalNet ID and passphrase, click the Main Menu link in the top, right of the page.
2. Click the **Sort Menu** button at the top of the **Main Menu**.

3. Click **Student Financials**.
4. Click **Payment Plans**.
5. Click **Payment Plan**.

6. Click **Assign**.

Before activating the plan, verify that the student isn’t already on the plan:

7. Input student **ID number**.

8. Click the **Search** button. The results should display “**No matching values were found.**”
After confirming that the student isn’t on FPP . . .

9. Click the **Add a New Value** tab.

10. Input the **ID**.

11. Using the **Look Up** magnifying glass, select the appropriate **Contract Number**.

12. Click the **Add** button.

13. The Payment Plan page will display. Click the **Payment Plan 2** tab.

14. Click **Post**.

The process is complete for activating FPP.

Now let’s review the **View Customer Accounts** page. (Navigate to this view by clicking **Main Menu > Student Financials > View Customer Accounts**, inputting a student ID, and then clicking the **Due Charges** link.)
The following image shows how charges appear before FPP has been activated.

Each item type listed represents fees assessed to the account.

The image below shows how charges appear after FPP has been activated.

Each item type listed represents an installment and the participation fee.
15. Click the **Home** link in the **Navigation Bar** across the top of the window, to continue working elsewhere in **Campus Solutions**, or click the **Sign out** link to end your **Campus Solutions** session.

**NOTE:** To completely exit Campus Solutions, exit your browser, as well, at the end of a browser work session. Do not leave your open browser unattended.

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**Support:**

For questions or assistance, please contact the SIS Project:

- Call **510-664-9000** (press **option 6**)
- Email: **sishelp@berkeley.edu**
- Submit a ticket: **https://shared-services-help.berkeley.edu/new_ticket/it**