How To Set Up A Payment Plan

Log in to GoldLink

1. Link to your GoldLink account

1. User Name
2. Password
3. Log in
1. Select Financial Aid & Billing tab
2. Select Student Bill Inquiry and Payment Options

Notification that you are leaving Missouri Western State University Web site and will be redirecting to a secure Web site.

1. Select I Agree
1. Select Payment Plans
2. Enroll Now

1. Select Term
1. The message generated depends upon when you enroll in the payment plan. Fall and spring payment plans are a fixed 5 month plan. Fall payments begin in July. Spring payments begin in December. Summer payment plans are a fixed 3 months with payments beginning in May.

2. Continue
1. Charges that will be included in the payment plan
2. Enter down payment amount that you are making
3. Select **Display Payment Schedule**
1. If you decide that you would like to make a down payment in order to lower your monthly installments please enter the amount and select **Recalculate Payment Schedule**

2. Payment Schedule

3. If you want to have automatic payment withdrawals from your checking or savings account as listed in the schedule, select **Yes**

4. If you prefer to initiate the payment monthly, select **No**

5. Select **Continue**
1. Read agreement
2. Check I Agree
3. Print Agreement if you would like a copy for your records
4. Select Continue
Payment plan has completed successfully.

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>Enrollment Date</th>
<th>Removal Date</th>
<th>Finance Charge($)</th>
<th>Installments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2012</td>
<td>2012-09-12</td>
<td>03:46:29.0</td>
<td>60.00</td>
<td>Show</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Installment</th>
<th>Due Date</th>
<th>Status</th>
<th>Amount Due($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 of 3</td>
<td>09/20/2012</td>
<td>Unpaid</td>
<td>745.70</td>
</tr>
<tr>
<td>2 of 3</td>
<td>10/19/2012</td>
<td>Unpaid</td>
<td>745.70</td>
</tr>
<tr>
<td>3 of 3</td>
<td>11/20/2012</td>
<td>Unpaid</td>
<td>745.69</td>
</tr>
</tbody>
</table>