

## Steps for Paying Online

For Check Payments, Debit Card, MasterCard, Visa, Discover and American Express:

1. UNT Dallas Students: Login to myUNTDallas using your EUID and password and click **Student Center**.  
College of Law Students: Login to myLAW using your EUID and password and click **Student Center**.
2. Select **Make a Payment > Make a Payment by Credit Card or eCheck > Pay Bill > Make Payment**
3. Enter the dollar amount without any commas or dollar signs (e.g. 1000 not \$1,000)
4. Select a payment method, click **Continue**
5. Wait for your confirmation number

## Steps for Setting the Installment Plan

1. Login to myUNTDallas or myLAW using your EUID and password
2. Click **Finances>Enroll in Payment Plan**
3. Click on **Installment Plan Information**
4. **Read the terms and conditions**
5. Click on **Pay Installment Amount and Go On Installment Plan**
6. Read the additional information and click **Pay Bill**
7. Enter your payment and address information, click **Continue**.

Please Note: You can go back to **Finances>Account Balance>Charges Due** to view your due date.

### THINGS TO REMEMBER:

Payment must be completed by your designated due dates listed under your account summary via your student portal. You must make payment of the same day for classes added during the add and drop or revision period.

## Steps to Receive a Short Term Loan

A Short Term Loan is intended to pay the amount of your \*current\* tuition and fees (it is not available for any past due balances). In the fall and spring semesters, you will automatically be placed on the UNT Dallas Installment Plan (which contains a fee of \$20.00) and the Short Term Loan will cover the first installment payment. This loan amount will then be due on the same date as the third installment payment. There is a 1% origination fee that will be charged at the time the loan is given.

1. Login to myUNTDallas or myLAW using your EUID and password and click **Student Center**.
2. Click **Financial Aid**, in the **Finances and Financial Aid** section, click the **Account Inquiry** link.
3. Click on the **Account Services** tab, then click on the **Short Term Loan** tab.
4. Read carefully, then click **Continue Processing Loan**
5. Read the terms of the loan carefully and print them if you like, then click the check box stating
6. I accept the terms of the Short Term Loan & Installment Plan
7. To finalize, click **Accept Terms and Proceed with Loan** and you will be taken to a screen stating the amount of your short-term loans.
8. If you wish to see your new payment schedule, click the **Account Inquiry** tab at the top.

Please Note: You may click **Charges Due** tab to review your due dates and print them for reference

