Instructions for setting up a payment plan through TouchNet:

1. Log in to **BlueLink**
2. Click on the **Student Financial Services** Tab
3. Click on the **Student Account** link (it should be the last link listed)
4. Click on the **TouchNet Billing System** link
5. On the next screen, click the gray bar that says **TouchNet Billing System**. This will take you to an outside site, our billing site.
6. At the top of the screen, click the **Payment Plans** link
7. Click the green **Enroll Now** button.
8. Select the term. Click **Select.**
9. This will give you an overview of the payment plan, and the dates and amounts of each payment. Specify if you would like to set up Automatic payment by selecting one of the radio buttons. Click **Continue.**
10. Read the agreement and check the **I agree** box at the bottom of the page. Then, select **Continue.**
11. You should see a prompt that states that you have successfully enrolled in the payment plan for the term.