Authorized User’s Steps to Enroll in the University of Tennessee’s Fee Payment Deferment Plan

Please log-in at: https://secure.touchnet.com/C21610_tsa/web/login.jsp

Enter E-mail address and Password.
Click on Payment Plans.
Click on Enroll Now.
Select Term from dropdown then click select.
Click on Continue.
Click on Display Payment Schedule.
At this point, your options are to choose "YES" to setup automatic scheduled payments or choose "NO" to make your payment by the scheduled due date.

**IMPORTANT:** If you choose, "YES", then decide to pay the account in full on or before the published due date, you must cancel the automatic deduction.

For this example, a scheduled payment will not be set up.
The screen will display the Payment Plan Agreement and your schedule of payments. If you agree to the terms and conditions of the agreement, click on the I Agree box. At this point you may print the agreement by clicking on the print agreement tab at the bottom of the screen (not shown in this example). Next, click continue.
You have now successfully enrolled in the Summer payment plan.

The following e-mail will be sent to you once enrolled:

-----Original Message-----
From: bursar@utk.edu [mailto:bursar@utk.edu]
Sent: Monday, May 14, 2012 4:10 PM
To:
Subject: Payment Plan Enrollment Confirmation

This is an automated message to confirm that your payment plan enrollment was successful.

Payment plan details along with your installment schedule are listed below.

============== PAYMENT PLAN DETAILS ===============
Payment Plan Name --- [Summer 2012 Deferred Payment Plan]
Setup Fee --- [ $20.00 ] payment for $20.00 submitted.
Late Payment Fee --- [ $35.00 ]
if not paid by installment due date.
1st Installment -- [ $706.00 ] due on 5/29/12.
2nd Installment -- [ $353.00 ] due on 7/11/12.
3rd Installment -- [ $353.00 ] due on 7/27/12.
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