

How to Enroll in the Principia School (preK-12) 10 Month Payment Plan

Log in to PrinBill using your Authorized User email and password.

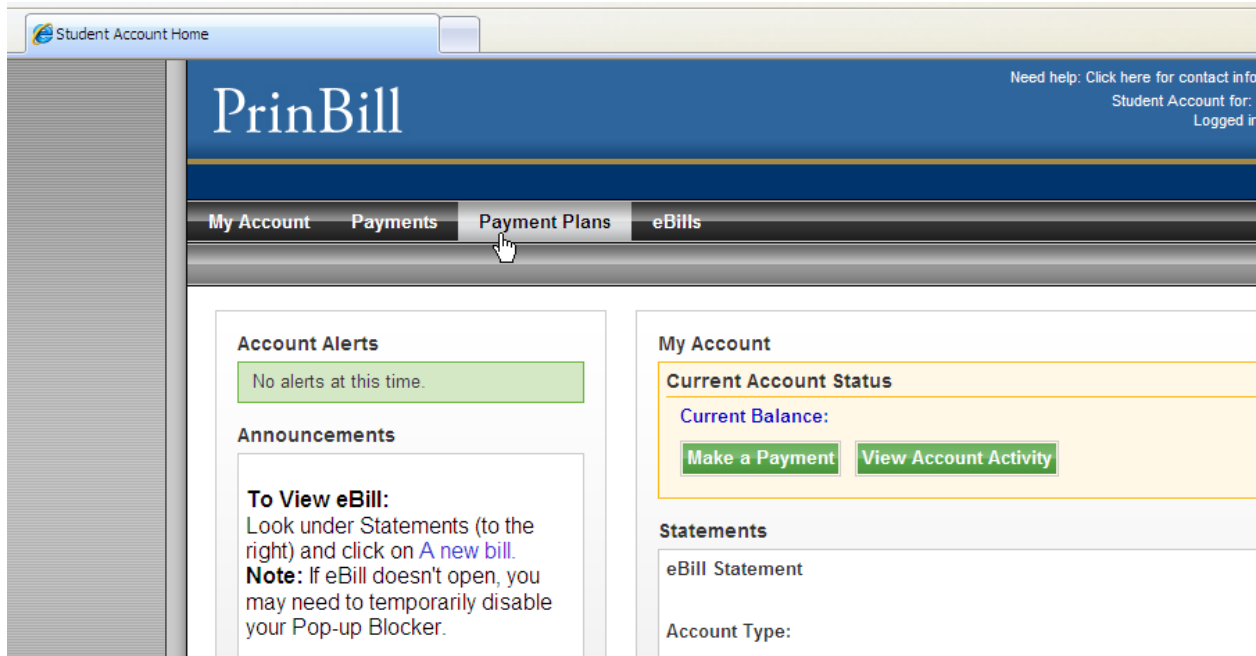
Accessing PrinBill as an Authorized User:

- Go to www.PrinBill.com.
- Click on the Authorized User Login button.
- In the box for Authorized Users, type your e-mail address.
- Enter your password, and proceed to view account activity.

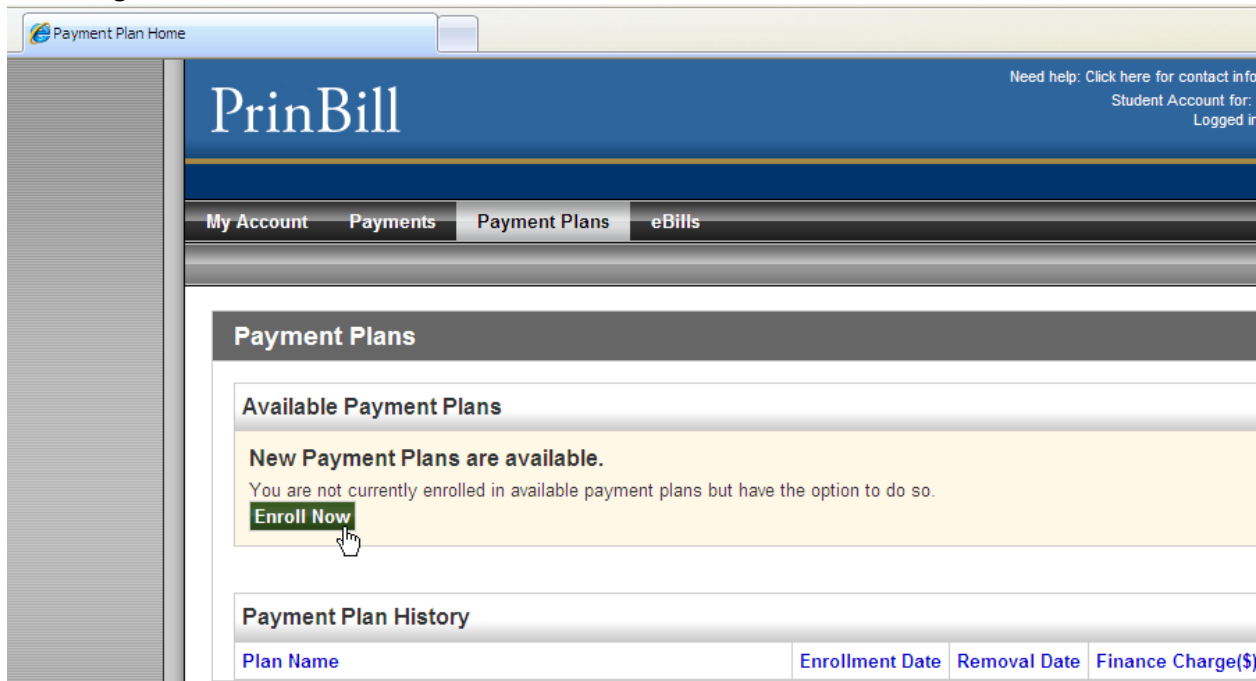
If you forgot your password:

- Click on 'password hint' to give you a clue about your password.
- If you would like the password emailed to you, click on the last part, to have your password 'e-mailed to you'. This will generate an email with a new temporary password

Starting from the Student Account Home Page, click on the “Payment Plans” tab.

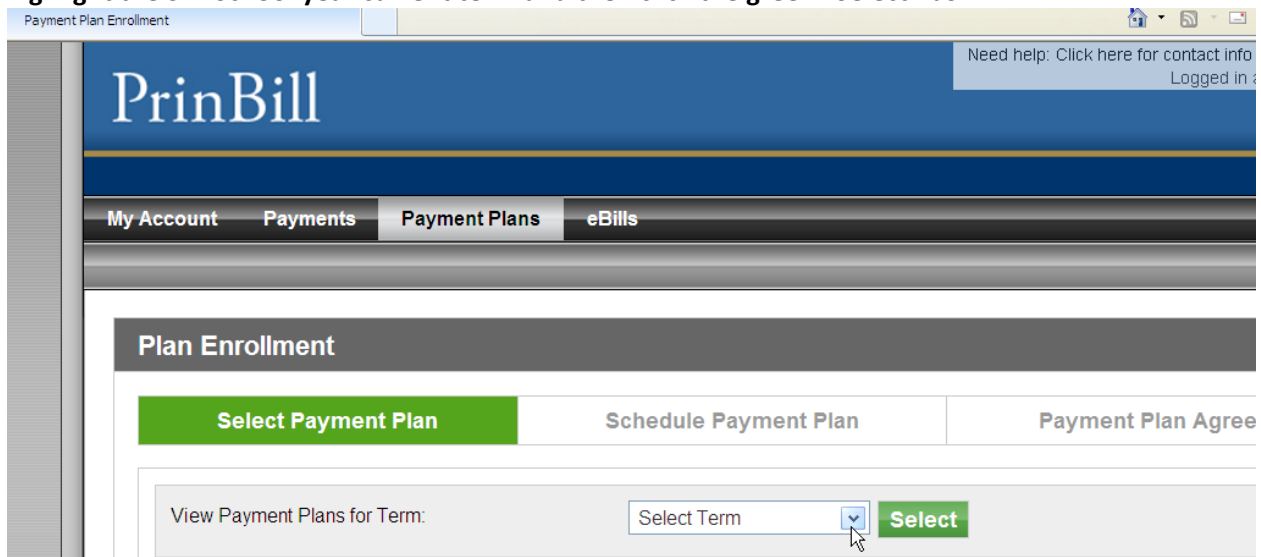


Click the green “Enroll Now” box.



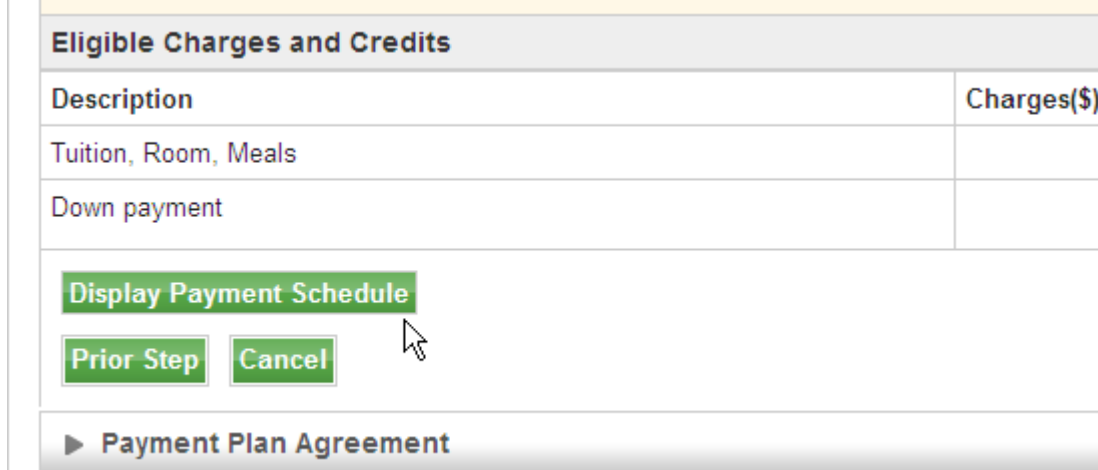
Select Term: click on the blue arrow for the drop down menu.

Highlight the STL School year current term and then click the green "Select" box.



View the plan description and then click the green "Continue" box.

Review your charges and credits, and then click the green "Display Payment Schedule" box.

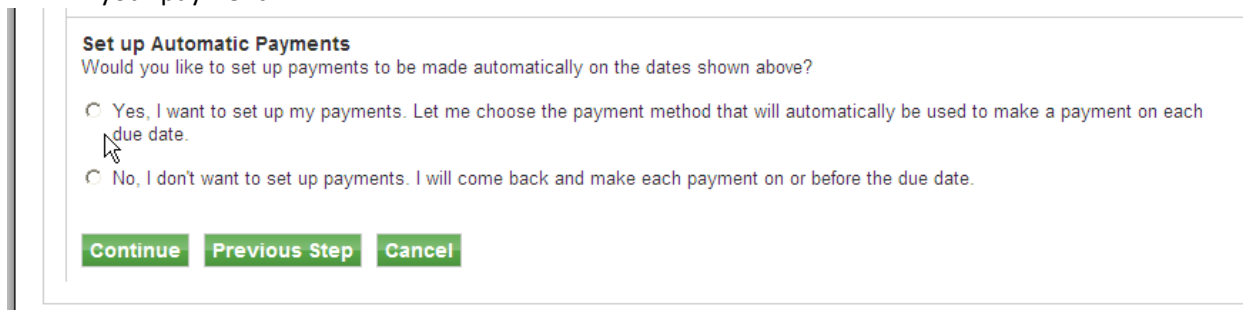


Review your beginning monthly installment amounts.
Scroll to the bottom of the web page for payment choice.

*** Set up Automatic Payments***

Here is where you have the choice whether or not to schedule your monthly installment payments to process automatically on the 26th of each month during the four months of the payment plan. Credit card payments cannot be automated.

- Choose "Yes" if you'd like to automate your installments from a personal checking or savings account.
- Choose "No" if you would like the flexibility to pay with other payment methods or control the date of your payment.



If you choose “No”, click on the radio button by your choice, and click “Continue”. You will proceed to the Payment Plan Agreement Forms section below.

If you choose “Yes” and press “Continue” you will need to select your payment method before continuing to the Payment Plan Agreement. If you already have a saved payment method it will be available in the Select Payment Method menu.

Plan Enrollment

▶ **Select Payment Plan**

▶ **Schedule Payment Plan**

▼ **Select Payment Method**

You have selected to schedule future payments. The payment method you select will be used to pay your plan fees which are due now, if any. Future installments will be paid using the same payment method, by this system, on the date they are due. You are responsible for making sure that the payment method remains valid for the duration of this payment plan. If installment amounts change (due to new charges or credits), the scheduled payments will adjust accordingly.

Select Payment Method

Since you have selected to schedule installments, you cannot use a credit card as a payment method. Please use checking/savings account or go back and select "No, I don't wish to schedule payments."

Payment Method

Select Payment Method ▼

Select

Prior Step

Cancel

Or, you may continue without selecting a payment method.
 Your future installment payments will NOT be scheduled for automatic payment.
 You will be responsible for making all payments on time, through this system, or by other means.

Continue Without Payment Method

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

▶ **Payment Plan Agreement**

Select your saved payment method, or save a new payment method. Follow the prompts to continue through the process.

Payment Plan Agreement Forms

Carefully read all Payment Plan Agreement pages, and print them for your records. Check the “I agree” boxes, and choose “Continue” to advance to each new page.

My Account
Payments
Payment Plans
eBills

Plan Enrollment

▶ **Select Payment Plan**

▶ **Schedule Payment Plan**

▶ **Select Payment Method**

▼ **Payment Plan Agreement**

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$0.00

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact PrinBill@Principia.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

[Continue](#)

[View Worksheet](#)

[Print Agreement](#)

[Previous Step](#)

[Cancel](#)

To revoke this authorization agreement you must contact PrinBill@Principia.edu.

I agree to the above terms and conditions.

[Print Agreement](#)

[Continue](#)

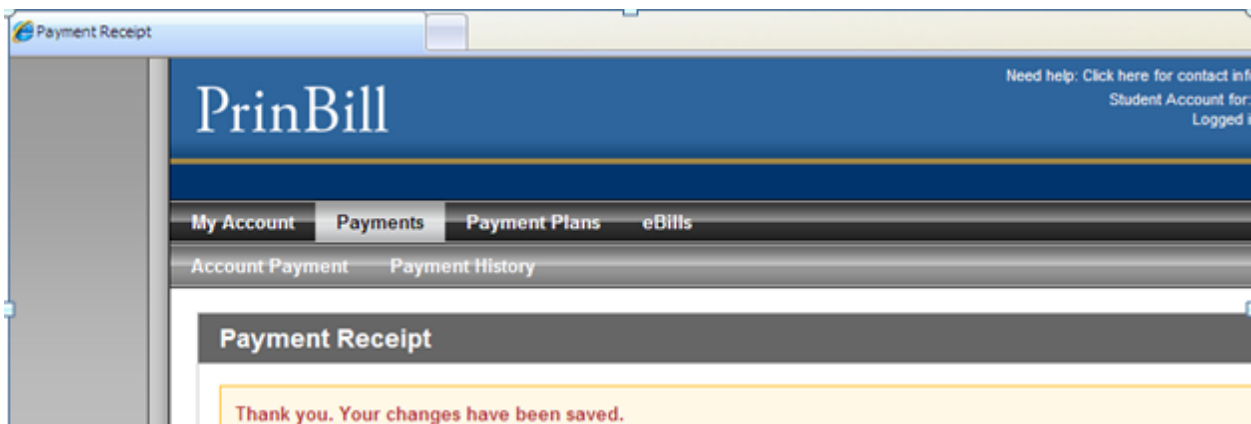
[Prior Step](#)

[Cancel](#)

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When you have completed the enrollment process you will receive a "Payment Receipt"



PrinBill will also send you a confirmation email.

THANK YOU!!