



Widener University

To set up a Widener semester 4 month payment plan please follow these steps:

If you are logging in as a student:

1. Sign into your my.Widener account.
2. Type the word "account" in the search bar at the top.
3. Choose "My Online Student Account" (View Bills E-Pay)" under the Tasks Menu and click the Launch Task button on the right side of the page.
4. Click Student Login and enter your University ID and PIN number. If you do not know your ID or PIN number → click the back button and enter "pin" in the search bar → choose "What's My ID and Pin" → click the Launch Task button on the right side of the page. Your ID and PIN will be listed. Then navigate back to My Online Student Account and log in.
5. At the Online Student Account home page, select the "Payment Plans" tab at the top of the page.
6. Click on "Sign Up for a new payment plan."
7. From the drop down menu select from the available plans. The selected payment plan details will be displayed, click "Continue."
8. Your payment plan worksheet will be displayed reflecting all eligible charges, financial aid and payments.
9. Click on "Display Payment Schedule."
10. Your payment schedule will be displayed.
11. At this time you may choose to schedule future payments for your installments. If you choose this option, your installment payments will be made automatically by the system on the date they are due. You will need to specify a payment method to be used, and that payment method must be valid for the duration of the payment plan. This is an easy way to ensure that your installment payments are made on time to avoid late fees.
12. Click on "Continue."
13. Set up your payment method if appropriate.
14. Read and electronically sign the payment plan agreement.

*Your student can set you up as an Authorized User with access to the Online Student Account website.

If you are logging in as an authorized user:

1. Go to the Online Student Account Login Page at www.widener.edu/ebill .
2. Enter your log in information in the Authorized User log in box.
3. At the Online Student Account home page, select the "Payment Plans" tab at the top of the page.
4. Click on "Sign Up for a new payment plan."
5. From the drop down menu select from the available plans. The selected payment plan details will be displayed, click "Continue."
6. Your payment plan worksheet will be displayed reflecting all eligible charges, financial aid and payments.
7. Click on "Display Payment Schedule."
8. Your payment schedule will be displayed.
9. At this time you may choose to schedule future payments for your installments. If you choose this option, your installment payments will be made automatically by the system on the date they are due. You will need to specify a payment method to be used, and that payment method must be valid for the duration of the payment plan. This is an easy way to ensure that your installment payments are made on time to avoid late fees.
10. Click on "Continue."
11. Set up your payment method if appropriate.
12. Read and electronically sign the payment plan agreement.

Widener University Bursar Office Locations:

Main Campus Lipka Hall One University Place Chester, PA 19013-5792 610-499-4161 610-499-4575 (fax)	Delaware Law School Law School Building 4601 Concord Pike Wilmington, DE 19803 302-477-2181	Commonwealth Law School Administration Building 3800 Vartan Way Harrisburg, PA 17110 717-541-3957
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