How to rebalance a payment plan

- Only the payment plan owner can rebalance the payment plan. If you are not the payment plan owner, you cannot rebalance the payment plan.

- If the student enrolled in the payment plan, the student is the owner of the plan.

- If an Authorized Payer enrolled in the payment plan, the Authorized Payer is the owner of the plan.
Step 1: Students log in to MyCUInfo. Authorized payers log in to CUBill&Pay, select Payment Plan and proceed to step 3.
Step 2: Some students may need to select the **Student** tab. Then select **Billing Information** and click **View Payment Plans**.
Step 3: Click on the agreement ID number.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Remaining Balance</th>
<th>Installments Left</th>
<th>Next Payment Date</th>
<th>Next Payment Amount</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU Boulder Main Campus Spring 2018</td>
<td>$7,068.68</td>
<td>3</td>
<td>02/05/2018</td>
<td>$2,420.34</td>
<td>ACTIVE</td>
</tr>
</tbody>
</table>

* The service fee is included in the payment amount.

† Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.
Step 4: Click **Balance Management**.
Step 5: Select Rebalance Payments Evenly and click **Rebalance Payments**.

The service fee only applies to credit/debit card transactions.
Step 6: Review new details of the payment plan. This process is complete.