MTSU Confirmation and Fee Payment Process

Step 1:

1. Go to http://www.mtsu.edu
2. Choose the “PipelineMT” link (at the top of the page).
Step 2:

1. Login into Pipeline MT: with your MTSU Username and Password.
Step 3:

1. Once you login, click on the “Raidernet” tab.
Step 4:

1. Select the "Student" Tab.
Step 5:

1. Under the Student Tab, click “Student Account”.
Step 6:

1. Choose “Confirm Enrollment/Registration Payment/Account Detail for Term”.
Step 7:

1. Select Term.
2. Click “Submit”.

![Image of Select Term screen with Spring 2013 term selected and submit button highlighted]
Step 8:

1. Click “Yes, I will attend during (term)”.

![Image of the Middle Tennessee State University Blue Raiders account detail for term]

**Account Detail for Term**

- Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

**2011 Spring Term Detail**

- Yes, I will attend during Spring 2011
- No, I will not be attending during Spring 2011. I understand that my classes will be deleted.

**2011 Spring Term Detail**

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Services Fee</td>
<td>$372.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Deposit Refund</td>
<td>$7,452.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition - Undergraduate</td>
<td>$1,206.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Parent PLUS Loan</td>
<td>$3,732.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Unsubsidized Loan UG</td>
<td>$5,119.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit - Flight Training</td>
<td>$389.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Net Term Balance:** $0.00
**Account Balance:** $0.00

Authorized Financial Aid as of Mar 08, 2011

Account Balance net of Authorized Financial Aid: $0.00
Step 9:

1. If you receive a confirmation number, then you have confirmed your enrollment for the semester.
2. **WRITE DOWN YOUR CONFIRMATION NUMBER!**
3. If you do not receive a confirmation number, GO TO STEP 10.
Step 10:

1. If you do not get a confirmation number, you have a balance due and you either need to pay or contact the Financial Aid Office if you are receiving loans, grants, or scholarships which should cover your total bill.

2. Click “Continue”.

By clicking below, you will be directed to a secure website where you can pay your registration fees. When finished, logout and close the window, and you can continue working in RaiderNet. Select Return to Menu from the top right hand corner of the page to return to the Student Account menu.
Step 11:

1. To pay tuition in full click on “Make a Payment”.
2. To pay on the deferred payment plan GO TO STEP 18.
Step 12:

1. Click “Pay”.

![Image of payment interface with emphasis on the “Pay” button]
Step 13:

1. Choose a Payment Method.
2. To pay with a credit/debit card choose “Credit Card”.
   - We accept: Visa, MasterCard, and American Express.
3. Then click “Go”.
Step 14:

1. Enter in credit card information.
2. Click “Continue”.

*Current balance includes activity since your last statement, including recent payments and new charges.*
Step 15:

1. Verify your information is correct.
2. Click “Continue”.
Step 16:

1. Verify your information is correct.
2. Click “Submit Payment”.
Step 17:

1. Please print this receipt for your records.
Step 18: TO SIGN UP FOR THE DEFERRED PAYMENT PLAN

1. Click “Enroll in a Payment Plan”.
Step 19:

1. Click “View Plan”.

![Image showing the student account home screen with the View Plan button highlighted.](image-url)
Step 20:

1. Please review the terms of the Deferred Payment Plan.
2. Click “Continue”.

[Image of a payment plan page]
Step 21:

1. Please review the terms of the Deferred Payment Plan.
2. Click “Display Payment Schedule”.
Step 22:

1. Please review the terms of the Deferred Payment Plan.

2. Click “Yes, I want to set up my payments” OR “No, I don’t want to set up payments”.
   - If selected “Yes, I want to set up my payments”, then the next two installments will automatically be taken from the chosen payment method.
   - If selected “No, I don’t want to set up payments”, then you will be required to log in by the next payment deadlines to pay the next installments.

3. Click “Continue”. 
Step 23:

1. Select Payment Method.
2. To pay with credit/debit card please choose “Credit Card”.
3. Click “Continue”.

![Payment Plan Enrollment screen showing payment details and options to select payment method and continue.]
Step 24:

1. Enter in credit card information.
2. Click “Continue”.
Step 25:

1. Please review the terms of the Deferred Payment Plan.
2. Click “I agree”.
3. Click “Continue”.

![Step 25: Payment Plan Agreement](image-url)
Step 26:

1. Your payment has been processed. Please print this receipt for your records.