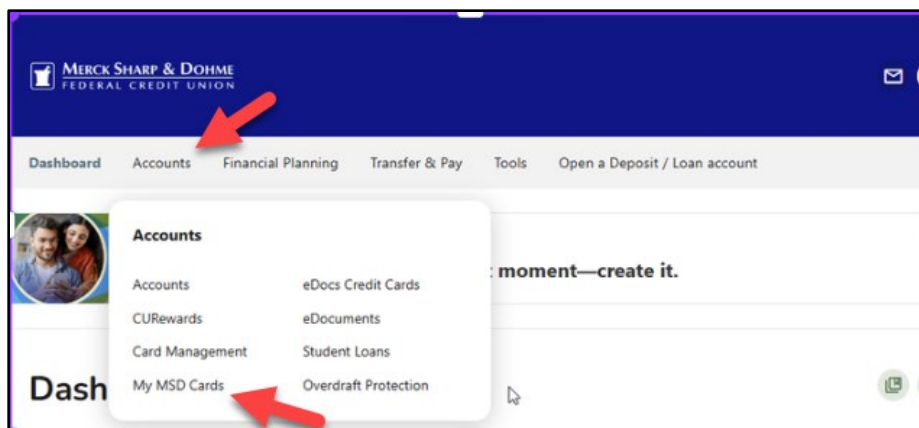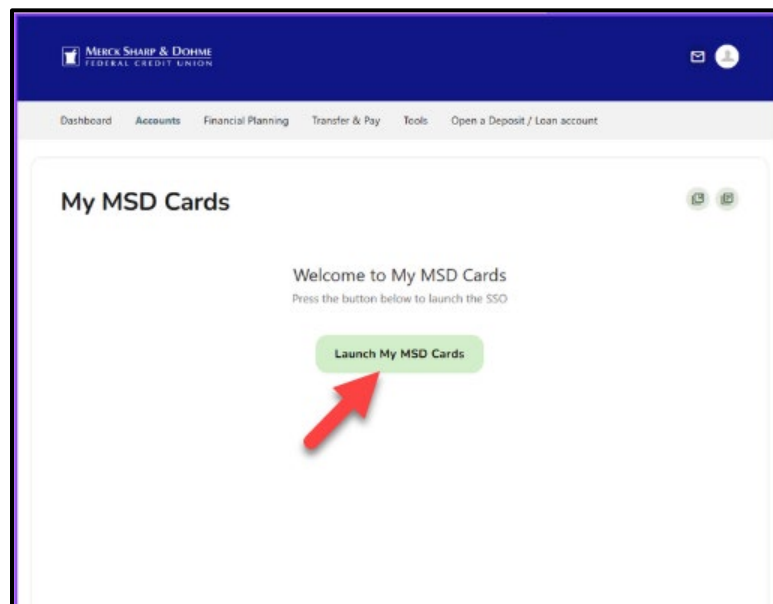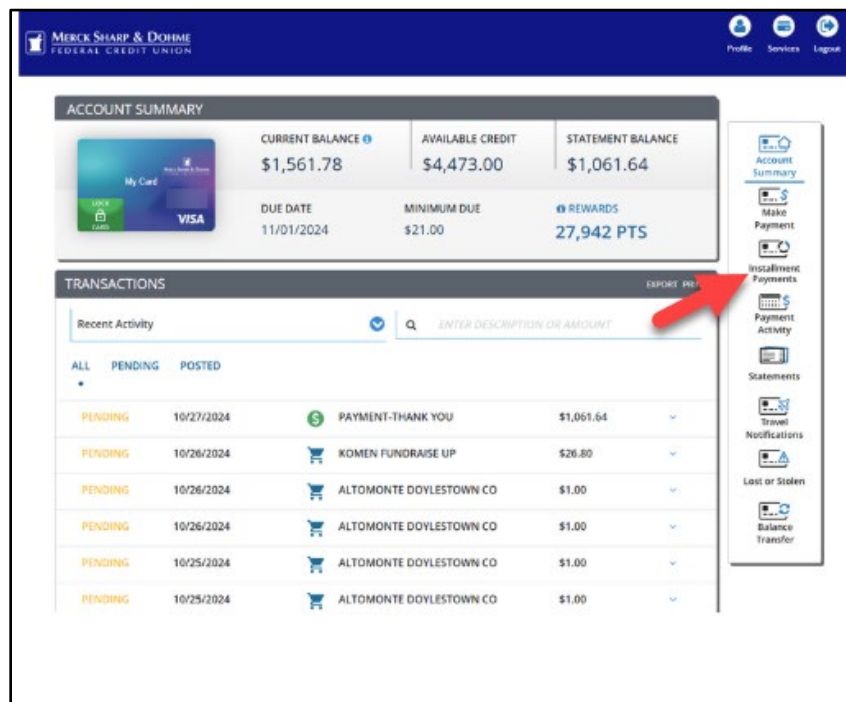# How to Set Up an Installment Agreement

(Desktop)

1. Click on **Accounts** in the top banner bar, and then click on **My MSD Cards.**

2. To view your card information click on *"Launch My MSD Cards"*
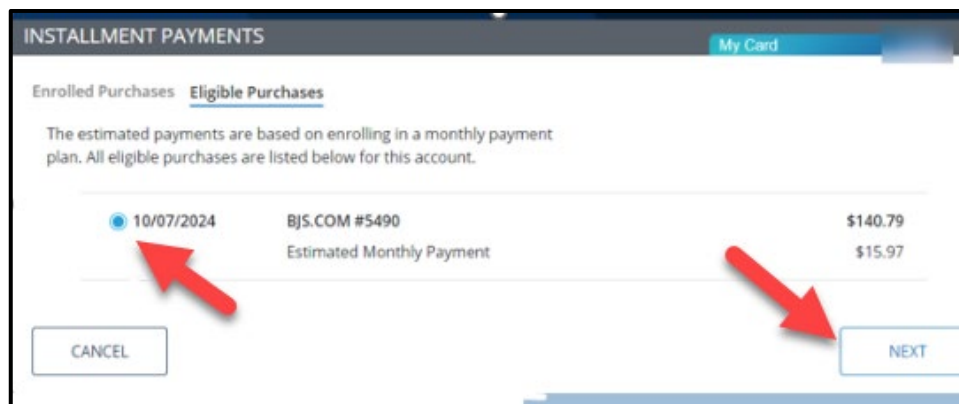
3. To view eligible installment payments, click on the **"Installment Payments"** icon on the right side of the screen.

4. In the **Installment Payments** section, you can view **Eligible Purchases**.

   Click on Eligible Purchases to see available options. Click the radio button next to the purchase you wish to pay overtime.

5. **Select your Plan**. Choose your fixed monthly payment.

6. **Review** and **Accept** the Terms and Conditions to advance to the next screen.

7. Carefully review the **Summary**. Click the **enroll** button to **activate** the plan.
    (Terms and Conditions as well as Frequently Asked Questions can be viewed here.)

8. This is your confirmation that the **Installment Payments** have been completed.
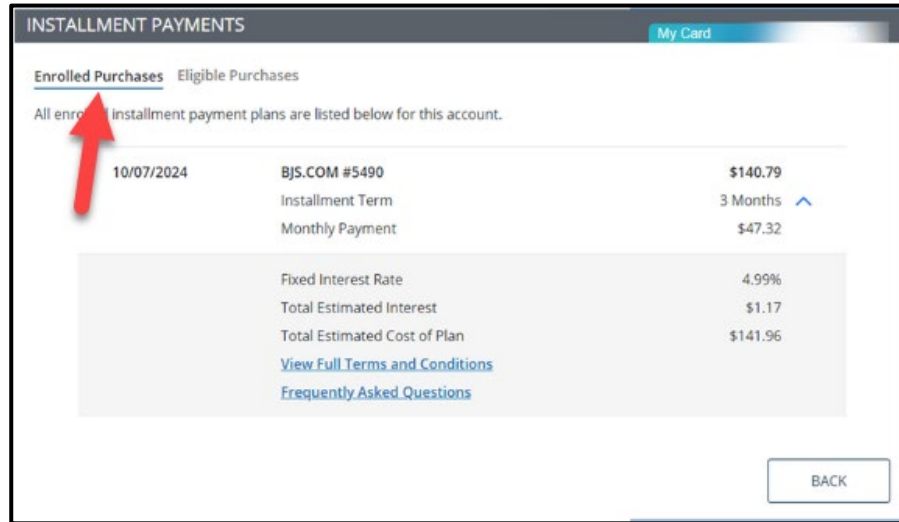   *(Clicking OK will take you back to the installment payment screen)*

9. Click on **Enrolled purchases** to view your active installments.