

# Student and Authorized Party: How do I set up a Payment Plan?

## Overview

Students and authorized parties who have been granted access to the student's online payment portal through Nelnet will have the option to set up a payment plan for the chosen term.

## Signing in

Students will log in through their Self Service account. Authorized Parties will log in through the link provided in their confirmation email or [click here](#).

## Home page

From the home page, the student or authorized party will click **Set up a Payment Plan**.

The screenshot displays the 'Student Billing' interface for Trudy Smith (ID: 943). It shows a current balance of \$3,750.00 with a 'Transaction Details' link. A 'Make a Payment' button is visible. Below this, there is a 'View Last Bill' link. The main section is titled 'SPRING 20XX' and features a prominent green button labeled 'Set up a Payment Plan' which is highlighted with a red rectangular border. At the bottom, a table shows 'FALL 20XX' with 'Current Charges' and an 'AMOUNT DUE' of '\$3,750.00'.

Term	Amount Due
SPRING 20XX	
FALL 20XX	Current Charges
	<b>AMOUNT DUE</b>
	<b>\$3,750.00</b>

From this point forward, the student or authorized party has access to **Live Help** via Nelnet's chat feature on the top right corner of the screen. This option is available Monday-Friday from 8-5 Central Time.

## Amount Due

The amount due will appear as the **Current Balance**. A single payment plan should be set up for the entire amount due to avoid late fees and student account holds.

## Payment Plans Available

All of the payment plans that are available at the time the student or authorized party signs up will be listed.

- Select a payment plan
  - Plans that have down payments will have an additional column with the amount due. The dollar amount is a link to the details.
- Click **Next**
- A warning will be displayed to remind the student or authorized party of the Nelnet Enrollment Fee for the plan selected.

## Payment Details

All payment plans are set up as automated withdrawals from an authorized checking or savings account.

- The person listed as the Payment Plan Owner must be a signer on the financial account provided.
- If a **Down Payment** is required, information about the **Amount Due Today** is listed.
  - A **View Details** link will be displayed to see information about the down payment.
- Click **Next**.

## Review & Authorize

- Use the **Change** link to edit any information entered during payment plan setup.
- The student or authorized party must check the box to agree to the **Terms & Conditions**.
- Clicking **Authorize** finalizes the agreement.
- Click **Print** to save a copy.
- Click **Done** to navigate back to the student account home page.


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## Home Page

From the student account Home Page, the student or authorized payer can click **View Details** to see schedule, balance, and payment activity. They can also manage their personal information.

# Sample View after Payment Plan Set Up

Hello Maya

 **Payment Plan & Billing** [View Details](#)

Maya Mercer ID: 3456789

Current Balance  
**\$500.00**

[Make a Payment](#)

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FALL HOUSING Payment Plan (101 091 594) [Actions](#) AMOUNT DUE  
**\$500.00**


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[Set up a Payment Plan](#)


 **Refunds**


Maya Mercer ID: 3456789


[Manage Refunds](#)

 **Maya Mercer**

 mmercer@nelnetcollege.net

 Register to receive text services on your mobile phone.

 Wells Fargo - 3456

 Want to allow a friend or family member to pay toward your balance?  
[Add an Authorized Party.](#)

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[Have another activity you want to link?](#)