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

Overview

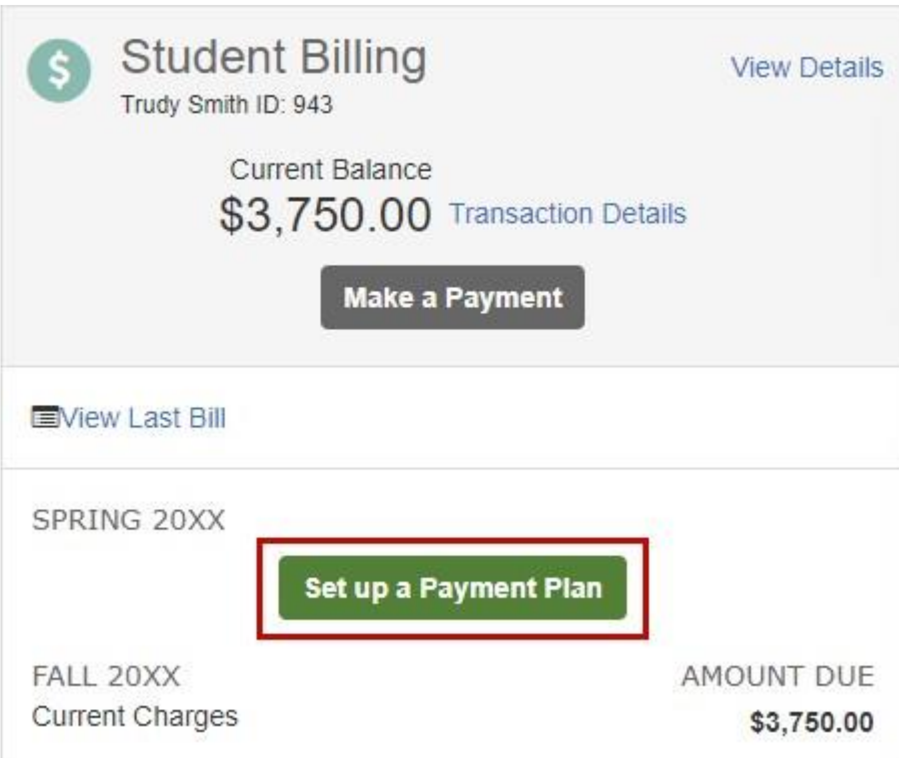
Students and authorized parties who have been granted access to the student's online payment portal through Nelnet will have the option to set up a payment plan for the chosen term.

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**.



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.

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