Steps for setting up a payment plan:

1. From your **MUHUB** homepage, select the Financial Information icon.

2. Click on “Student Finance”, and then “Payment and Refund Options”.
3. Click the “Proceed to Processor” button. Marian University online payments and payment plans are managed by Nelnet Campus Commerce.

4. The first time a student or proxy user links to Nelnet Campus Commerce, they will be required to verify their contact and address information and set up a PIN for added security.

5. Click on the “Set up a Payment Plan” button for the appropriate term.
6. Read the information regarding setting up a proxy user, then click “Begin”.

7. Update contact and security information if needed, and then click “Next”.

8. The account balance for the term chosen will automatically be populated, but can be changed. Click “Next”.

9. Choose the desired payment plan option and click “Next”.

### Payment Plan Options

**Fall Payment Plan**

<table>
<thead>
<tr>
<th>Select</th>
<th>Payment Method</th>
<th>Number of Payments</th>
<th>Beginning Month</th>
<th>1st Payment Amount</th>
<th>Available Payment Days</th>
<th>Last Day to Enroll</th>
<th>Payment Plan Enrollment Fee (Due Today)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Automatic Payments from • Bank Account • Credit Card</td>
<td>5</td>
<td>June 2021</td>
<td>$100.00</td>
<td>20th</td>
<td>17 Jun 2021</td>
<td>$60.00</td>
</tr>
<tr>
<td>☐</td>
<td>Automatic Payments from • Bank Account • Credit Card</td>
<td>4</td>
<td>July 2021</td>
<td>$125.00</td>
<td>20th</td>
<td>16 Jul 2021</td>
<td>$60.00</td>
</tr>
<tr>
<td>☐</td>
<td>Automatic Payments from • Bank Account • Credit Card</td>
<td>3</td>
<td>August 2021</td>
<td>$166.67</td>
<td>20th</td>
<td>18 Aug 2021</td>
<td>$60.00</td>
</tr>
</tbody>
</table>
10. The standard payment plans have a nonrefundable, one-time per payment plan fee of $60. Click “OK” to agree to the payment plan fee.

11. Choose “Add Bank Account” to set up a checking or savings account as primary account for payment. Choose “Add Credit Card” to set up a credit card as the primary account for payments. Payments processed via credit card will incur an additional processing fee for each payment. Click “Next”. ***Payment plan payments will be auto-debited using the primary account each month.***

12. Enter credit card or bank account information, and click “Save”.

13. Review “Payment Details” page, and click “Next”.

14. Review “Payment Schedule” page, and click “Next”.

15. Read the “Plan details and Terms & Conditions” and review plan summary. Click the radio button to accept the payment plan “terms and conditions”. Click “Authorize” to process payment for the $60 one-time fee.

16. Thank you for setting up a payment plan!