Steps for setting up a payment plan:

1. From your <u>MUHUB</u> homepage, select the Financial Information icon.

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|------------|--|--|---|---|--|--|--|--|
| A | It is important to keep your contact information up-to-date! Click on your user profile to review and update your address, phone, personal email, and emergency contact information! | | | | | | | |
| ŧ | Choose a category to get started. | | | | | | | |
| <u>ع</u> ن | 3 | Student Finance Here you can view your latest statement and make a payment online. | | Tax Information Here you can change your consent for e-delivery of tax information. | | | | |
| d ∙ | 8 | Banking Information Here you can view and update your banking information. | | Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances. | | | | |
| | | Course Catalog Here you can view and search the course catalog. | Î | Student Finance Admin Here you can view the Student Finance information as a student would so you can help the student with any questions. | | | | |
| | | Financial Aid Counseling Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions. | | | | | | |

2. Click on "Student Finance", and then "Payment and Refund Options".

| î€ | Home | (i) It is important to keep your contact information up-to-date! Click on your user profile to review and update | | | |
|--------------|----------------------------|--|--|--|--|
| ŧ | Financial Information 🔨 | Welcome to the MUHUB! Choose a category to get started. | | | |
| | Student Finance 🔨 | Student Finance | | | |
| | Account Summary | Here you can view your latest statement and make a payment online. | | | |
| | Payment and Refund Options | hg Information Here you can view and update your banking information. | | | |
| | Account Activity | | | | |
| | Registration Activity | E Course Catalog Here you can view and search the course catalog. | | | |
| | Tax Information | | | | |
| | Banking Information | Financial Aid Counseling Here you can view the Financial Aid Hub information as a student would so you can help the student | | | |
| () \$ | Employment V | answer any questions. | | | |

3. Click the "Proceed to Processor" button. Marian University online payments and payment plans are managed by Nelnet Campus Commerce.

| Payment Plan & Billing Review your account and proceed to processor | |
|--|--|
| | A new window will open and redirect you to our payment processor, Nelnet Campus Commerce. Proceed to Processor |
| (i) No account balance to pay. | |
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- 4. The <u>first time</u> 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".



Back

Next

Cancel

9. Choose the desired payment plan option and click "Next".

Payment Plan Options

Amount Due to Marian University - IN: \$500.00

| Select a payment schedule | Show: | All Items Selected | • |
|---------------------------|-------|--------------------|---|
| | | | |

Fall Payment Plan

| Select | Payment Method | Number of Payments | Beginning Month | 1st Payment Amount | Available Payment Days | Last Day to Enroll | Payment Plan Enrollment Fee (Due Today) |
|--------|---|-----------------------|-----------------|-----------------------|---------------------------|--------------------|---|
| ۲ | Automatic Payments from Bank Account Credit Card | 5 | June 2021 | \$100.00 | 20th | 17 Jun 2021 | \$60.00 |
| 0 | Automatic Payments from Bank Account Credit Card | 4 | July 2021 | \$125.00 | 20th | 16 Jul 2021 | \$60.00 |
| 0 | Automatic Payments from • Bank Account • Credit Card | 3 | August 2021 | \$166.67 | 20th | 18 Aug 2021 | \$60.00 |



Cancel

- 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.***

Payment Details

| ay using | Select | - | 0 | Card transactions for Marian University - IN are processed by Nelnet |
|----------|---------------------------------|---|---|--|
| | Select | |] | Campus Commerce, USA. |
| | Add Bank Account | | | |
| | Add Credit Card | | | |
| | savings) or a credit card (Visa | | | |
| | Mastercard, American Express or | | | |
| | Discover). | | | |

| Back | Next | Cancel |
|------|-------|---------|
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- 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.

Review & Authorize



16. Thank you for setting up a payment plan!