



# JACKSONVILLE UNIVERSITY

## How to Create a Payment Plan

1. Login to Self Service ([Self Service Link](#))
2. Click on the “Make a Payment”

Account Summary

View a summary of your account

Account Overview		Helpful Links
Amount Overdue	\$120.52	<a href="#">Student Health Insurance</a>
<b>Total Amount Due</b>	<b>\$120.52</b>	<a href="#">Make a Payment</a>
<b>Total Account Balance</b>	<b>\$120.52</b>	<a href="#">Account Activity</a>
<a href="#">2018 Summer Reporting Term</a>	\$0.00	
<a href="#">2018 Spring Reporting Term</a>	\$120.52	
<a href="#">2017 Fall Reporting Term</a>	\$0.00	

3. Select “Create a Payment Plan”

Make a Payment

Use this page to make a payment on your account

**Alert:** BISK/VA students disregard this balance and contact your financial aid counselor for balance or amount due

Total Payment : \$22,305.00

Choose a Payment Method

Proceed to Payment

**Create Payment Plan**

Please Note: Amounts Due may include credit amounts.

2017 Fall Reporting Term \$22,305.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
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- The system will then calculate the charges to be included in the payment plan by removing accepted Financial Aid Resources and Outside resources from Tuition, room & meal plan costs. The payment plan will not allow study abroad fees or flights fees to be included in the payment plan.

2017 Fall Reporting Term

Item	Payment Group	Date Due	Amount Due
Student Receivable	WEB		\$22,305.00

Cancel Continue

- Review the payment plan for accuracy

4/23/2018 at 2:19 PM

Review these payment plan terms and check the box at the bottom to continue.

Payment Plan Summary	
Student	0343605 Mr. Robert E. Brown
Term	2017 Fall Reporting Term
Original Plan Amount	\$22,305.00
Number of Payments	
Frequency	Monthly
Setup Charge	
Total Plan Amount	\$22,340.00

Payment Plan Schedule	
4/23/2018	\$3,755.00
5/23/2018	\$3,717.00
6/23/2018	\$3,717.00
7/23/2018	\$3,717.00
8/23/2018	\$3,717.00
9/23/2018	\$3,717.00

- Review the terms and conditions and Click on the check box saying "I Agree to the terms and conditions outlined above". Then Click on "Continue"

I agree to the terms and conditions outlined above.

Continue



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## Making a payment on your payment plan

1. When you are ready to make your monthly payment, Login to Self Service ([Self Service Link](#))
2. Click on the “Make a Payment”

The screenshot shows the 'Account Summary' page in the Jacksonville University Self Service portal. The page title is 'Account Summary' with the subtitle 'View a summary of your account'. The main content area is divided into 'Account Overview' and 'Helpful Links'. The 'Account Overview' section contains a table with the following data:

Account Overview		
Amount Overdue	\$120.52	
Total Amount Due	\$120.52	<a href="#">Make a Payment</a>
Total Account Balance	\$120.52	<a href="#">Account Activity</a>
2018 Summer Reporting Term	\$0.00	
2018 Spring Reporting Term	\$120.52	
2017 Fall Reporting Term	\$0.00	

The 'Make a Payment' link is circled in red. The 'Helpful Links' section includes a link for 'Student Health Insurance'. The top navigation bar includes 'Financial Information', 'Student Finance', and 'Account Summary'. The top right corner has 'Sign out' and 'Help' links.

3. Select which monthly payment plan you are wanting to make a payment on

The screenshot shows the payment plan selection screen in the Jacksonville University Self Service portal. The total payment is \$3,755.00. The page includes a 'Choose a Payment Method' dropdown, a 'Proceed to Payment' button, and a 'Create Payment Plan' button. The main content area is a table with the following data:

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Payment Plan 4248 - Student Receivable	WEB	4/23/2018	\$3,755.00	\$ 3,755.00
<input type="checkbox"/>	Payment Plan 4248 - Student Receivable	WEB	5/23/2018	\$3,717.00	\$
<input type="checkbox"/>	Payment Plan 4248 - Student Receivable	WEB	6/23/2018	\$3,717.00	\$
<input type="checkbox"/>	Payment Plan 4248 - Student Receivable	WEB	7/23/2018	\$3,717.00	\$
<input type="checkbox"/>	Payment Plan 4248 - Student Receivable	WEB	8/23/2018	\$3,717.00	\$
<input type="checkbox"/>	Payment Plan 4248 - Student Receivable	WEB	9/23/2018	\$3,717.00	\$

The 'Create Payment Plan' button is highlighted in green. The top navigation bar includes 'Financial Information', 'Student Finance', and 'Account Summary'. The top right corner has 'Sign out' and 'Help' links. The bottom of the screen shows a Windows taskbar with the time 2:20 PM and date 4/23/2018.



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## 4. Select "Pay now"

The screenshot shows a web browser window with the following details:

- Browser tabs: Datatel User Interface 5.4, TEST-B - [bbrown33/test], Payment Review - Jackso
- Address bar: test-selfserve.ju.edu:8075/Student/Finance/Payments/PaymentReview
- Page title: Payment Review
- Table content:

Item	Amount
Payment Plan 4248 - Student Receivable	\$3,755.00
Payment Plan 4248 - Student Receivable	\$3,717.00
Payment Plan 4248 - Student Receivable	\$500.00
<b>Total Payment Amount</b>	<b>\$7,972.00</b>

Payment Method: ACH e-commerce

Pay Now

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Taskbar: Type here to search, 2:21 PM 4/23/2018