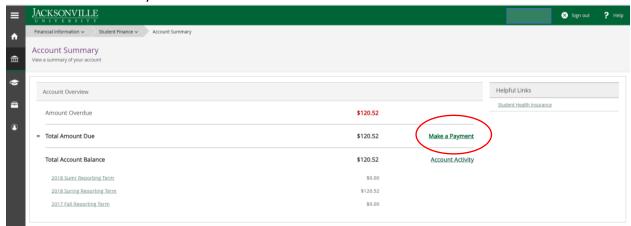
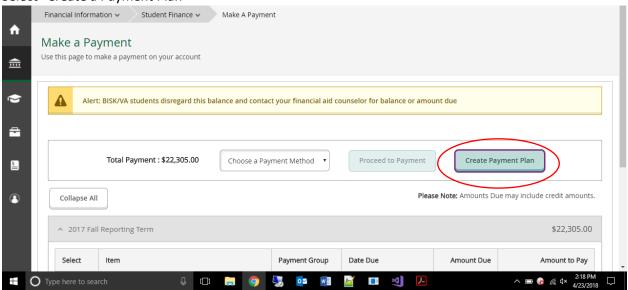


## **How to Create a Payment Plan**

- 1. Login to Self Service (Self Service Link)
- 2. Click on the "Make a Payment"

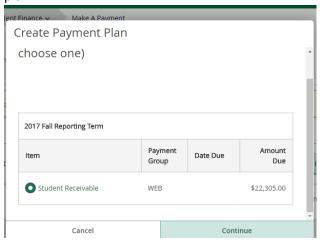


3. Select "Create a Payment Plan"





4. 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.



5. 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 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

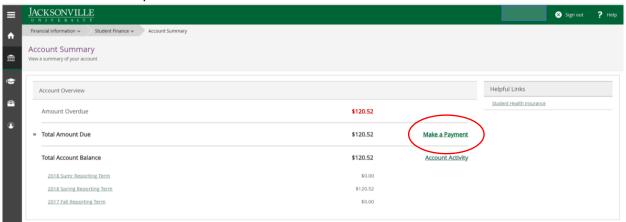
6. Review the terms and conditions and Click on the check box saying "I Agree to the terms and conditions outlined above". Then Click on "Continue"



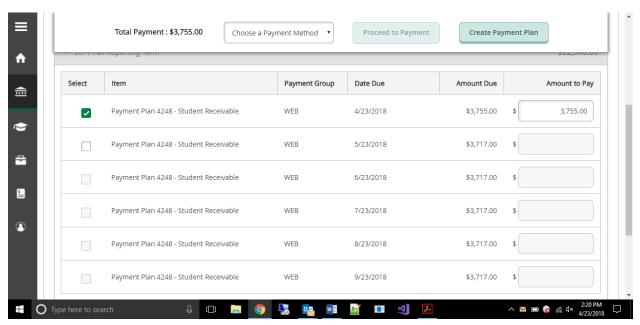


## Making a payment on your payment plan

- 1. When you are ready to make your monthly payment, Login to Self Service (Self Service Link)
- 2. Click on the "Make a Payment"



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





## 4. Select "Pay now"

