

How to Enroll in the Monthly Payment Plan

Step 1: Start by logging into ePay.

- Students can access ePay via the myCharger login page.
- Authorized payers can access ePay through the following link: [Authorized Payer Access to ePay](#)

Step 2: Once logged in, click on **Payment Plan** from the menu option from the left. Select from the Available Payment Plans and click on the **Sign Up for New Payment Plan** link.

Message Board
Payment Profiles
Manage Refunds
Authorize Payers
User Preferences
View & Pay Accounts
Transaction History
Payment Plan
Messages

Payment Plans

Available Payment Plans

Annual 2020-2021 (\$100.00 Non Refundable Enrollment Fee) (10% - 30% Down Payment May Be Required)

Fall 2020 (\$60.00 Non Refundable Enrollment Fee) (10% - 30% Down Payment May Be Required)

[Sign Up for New Payment Plan](#)

Step 3: View the **Budget Worksheet** and click Continue. *Your current balance for the semester will automatically populate and be shown in the values field. Please note, the values field cannot be adjusted as it is based on the current balance of your student account for that specific semester.*

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Budget Worksheet

Fall 2020

Charges	Values	Credits	Values
Current Fall Balance	43142.00		

Payment Plan Balance 43142.00

[Back](#) [Continue](#) [Cancel](#)

Step 4: Review the **Payment Plan Options** and **Select** the payment plan that best fits your needs.

Payment Plan Options

Options								
SELECT	TOTAL BALANCE	DOWN PAYMENT (DUE TODAY)	ENROLLMENT FEE (DUE TODAY)	ADJUSTED BALANCE	NUMBER OF INSTALLMENTS	FIRST INSTALLMENT MONTH	PAYMENT DATE	INSTALLMENT AMOUNT
<input type="radio"/>	\$43,142.00	-	\$60.00 ⓘ	\$43,142.00	5	May	28th	\$8,628.40
<input type="radio"/>	\$43,142.00	\$4,314.20 (10%)	\$60.00 ⓘ	\$38,827.80	4	August	3rd	\$9,706.95
<input type="radio"/>	\$43,142.00	\$12,942.60 (30%)	\$60.00 ⓘ	\$30,199.40	3	September	28th	\$10,066.47

Payment Processing

- Each installment will be automatically deducted from the account you authorized while enrolling in this payment plan.
- You will be sent a reminder email message 5 day(s) before your installment is automatically deducted.
- Installments will be automatically deducted. If a payment date falls on a weekend, the payment will be scheduled for processing the next business day.

Step 5: Complete the **Security and Payment Method** sections and click **Continue**.

The screenshot shows two sections of a form. The top section is titled "Security" and contains a "Security Question:" dropdown menu with "Select One..." and a "Security Answer:" text input field. Below this is a note: "(The Security Answer can only contain letters, numbers, spaces and common punctuation/symbols.) Why is this information being collected? Since this payment plan is administered by Nelnet Campus Commerce, when you call to inquire about your Payment Plan you may be required to provide the answer you enter here to verify you are the plan's responsible party." The bottom section is titled "Payment Method" and contains a "Payment Method:" dropdown menu with "Select One...". Below this is a note: "NOTE: This account will be used for all payments due today as well as all monthly automatic deductions." At the bottom of the form are three buttons: "Previous", "Continue", and "Cancel".

Step 6: Provide your payment and contact information. You can also create a profile name to save your account information for future use. Click **Continue** when you are finished with entering your information.

Step 7: **Confirm** that the payment information you entered is correct and then click **Continue**.

Step 8: Read the **Terms and Conditions** of the payment plan and click the box at the bottom of that page to confirm enrollment in the Plan.

The screenshot shows a confirmation page with the following text: "I, _____ guarantee that I am an authorized signer on the account provided in this Agreement. I authorize Nelnet Campus Commerce to process payment(s) from my account as indicated on this Agreement for the dollar amount above in order to meet my financial obligation to my educational Institution. I understand that I may print a copy of this authorization for my records." Below this text is a checkbox with a red circle around it, followed by the text: "Click here to accept the terms and conditions of this Payment Plan Agreement. Then click the Confirm button below to activate this Payment Plan Agreement." At the bottom are three buttons: "Back", "Confirm", and "Cancel". A red arrow points to the "Confirm" button.

Step 9: Upon completion, you will receive a **receipt** and the details of your Payment Plan Agreement will be listed at the bottom of your receipt page.