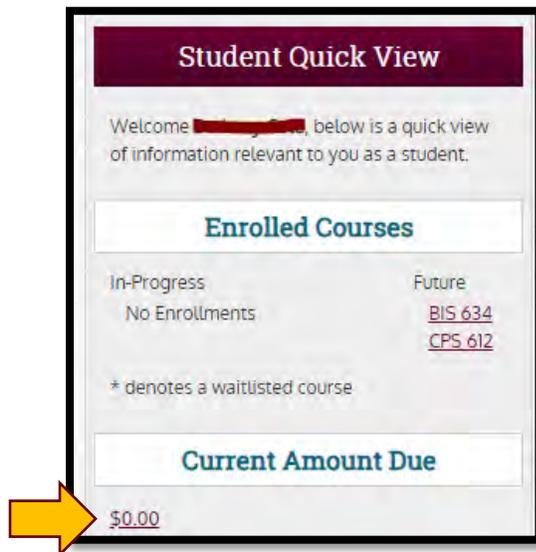


## CMU Payment Plan: Recalculation

1. Log in to CentralLink at [centrallink.cmich.edu](http://centrallink.cmich.edu).
2. From the Student Quick View menu, click on the dollar amount under “Current Amount Due”:

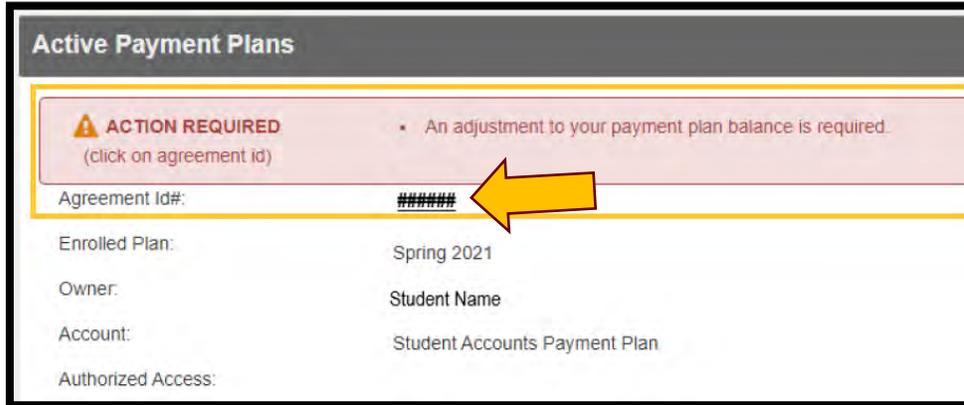


3. Click on the “Payment Plan” link:



4. Locate the agreement you wish to recalculate under **Active Payment Plans**. Click on the Agreement ID to review plan details.

 **Note:** An “Action Required” is typically referencing a mismatch between the payment plan and student account balance. Recalculating the agreement will resolve this warning.



**Active Payment Plans**

**ACTION REQUIRED**  
(click on agreement id)

- An adjustment to your payment plan balance is required.

Agreement Id#: #####

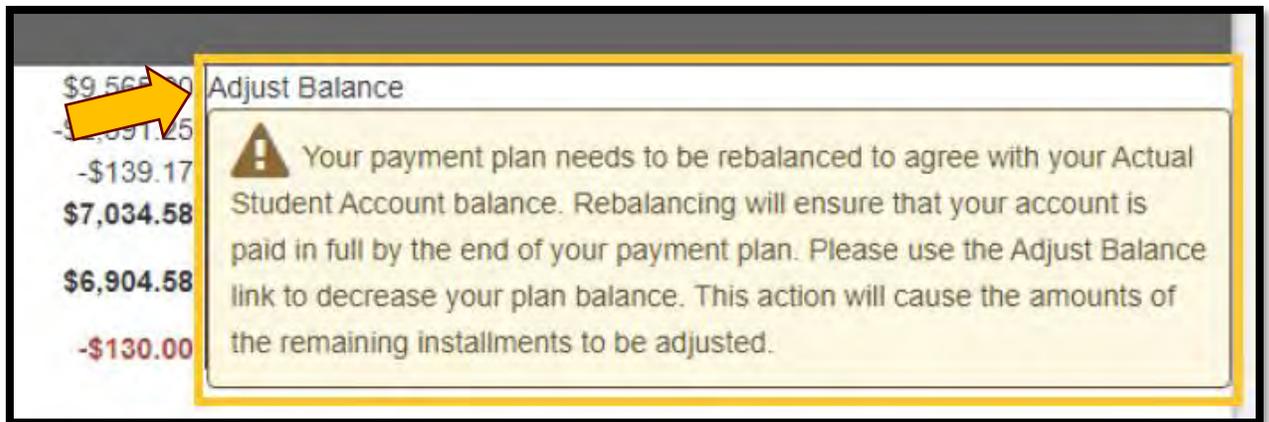
Enrolled Plan: Spring 2021

Owner: Student Name

Account: Student Accounts Payment Plan

Authorized Access:

5. From the plan details, click on the **Adjust Balance** link above the message about rebalancing (recalculation).



 **Adjust Balance**

 Your payment plan needs to be rebalanced to agree with your Actual Student Account balance. Rebalancing will ensure that your account is paid in full by the end of your payment plan. Please use the Adjust Balance link to decrease your plan balance. This action will cause the amounts of the remaining installments to be adjusted.

\$9,561.00  
-\$1,091.25  
-\$139.17  
**\$7,034.58**  
**\$6,904.58**  
-\$130.00

6. Recalculating your agreement will bring the payment plan balance in line with your student account balance, and remaining installments will be evenly adjusted in accordance. To confirm, click the **Rebalance Payments Evenly** radio button.

