

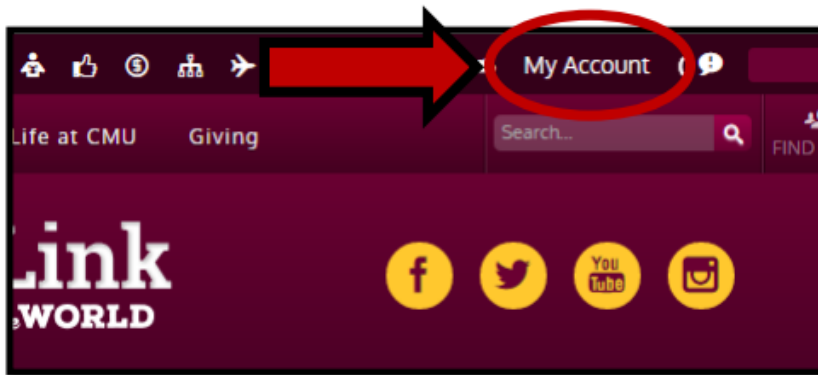
CMU Payment Plan – Enrollment Instructions

Steps 1-3 are applicable to Student Payers. If you are an Authorized Payer, please sign into your Authorized Payer account at <https://quikpayasp.com/cmich/studentaccounts/authorized.do> and proceed to Step 4.

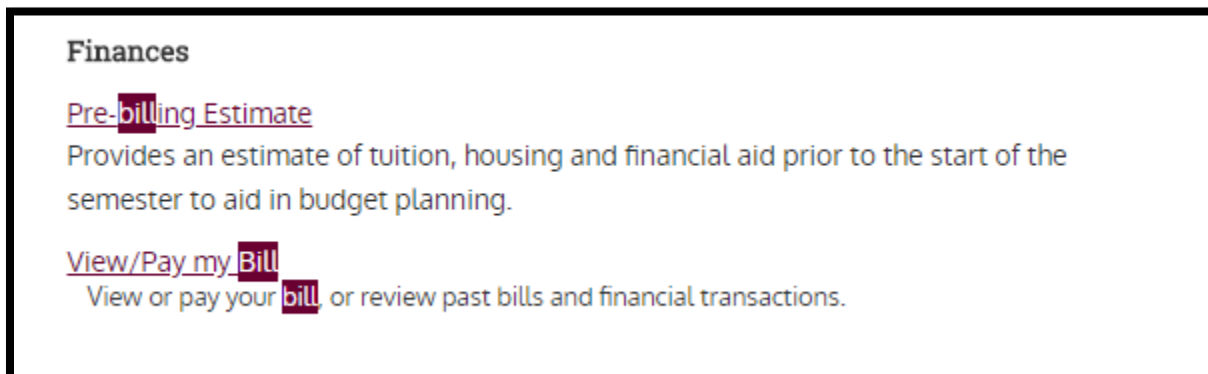
1. To begin enrollment in the CMU Payment Plan, log in to CentralLink at <https://centrallink.cmich.edu>



2. Select the “My Account” link, located on the upper right- hand corner of the menu bar.

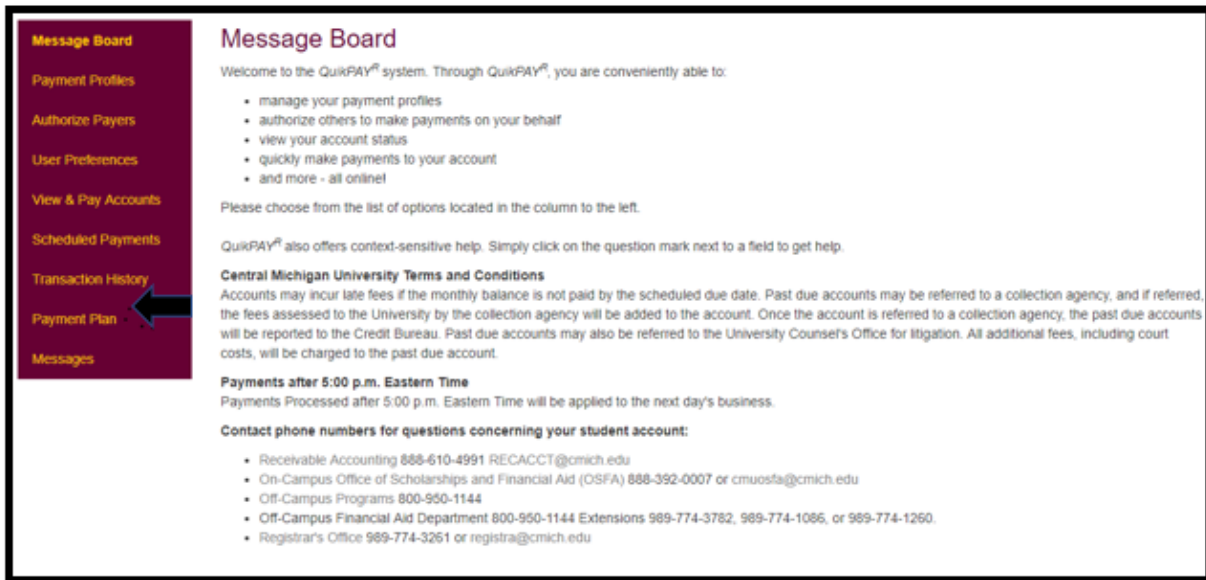


3. Click on the “View/Pay My Bill” link.



CMU Payment Plan – Enrollment Instructions

4. Select the “Payment Plan” link on the left navigation menu:



Message Board

Welcome to the QuikPAY[®] system. Through QuikPAY[®], you are conveniently able to:

- manage your payment profiles
- authorize others to make payments on your behalf
- view your account status
- quickly make payments to your account
- and more - all online!

Please choose from the list of options located in the column to the left.

QuikPAY[®] also offers context-sensitive help. Simply click on the question mark next to a field to get help.

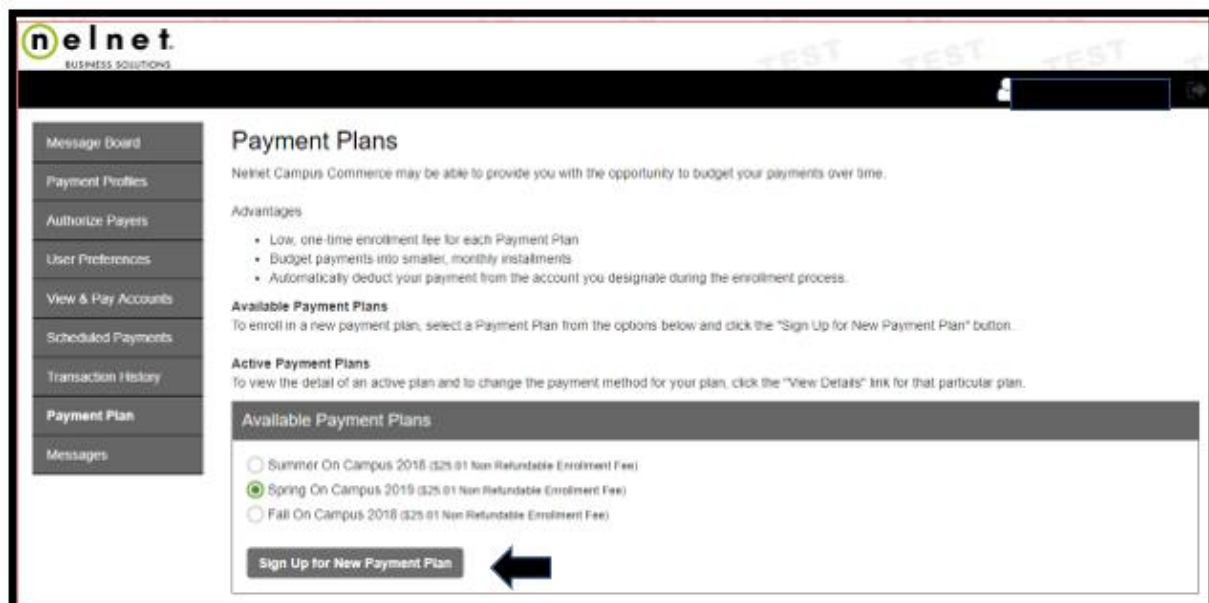
Central Michigan University Terms and Conditions
Accounts may incur late fees if the monthly balance is not paid by the scheduled due date. Past due accounts may be referred to a collection agency, and if referred, the fees assessed to the University by the collection agency will be added to the account. Once the account is referred to a collection agency, the past due accounts will be reported to the Credit Bureau. Past due accounts may also be referred to the University Counselor's Office for litigation. All additional fees, including court costs, will be charged to the past due account.

Payments after 5:00 p.m. Eastern Time
Payments Processed after 5:00 p.m. Eastern Time will be applied to the next day's business.

Contact phone numbers for questions concerning your student account:

- Receivable Accounting 888-610-4991 RECACCT@cmich.edu
- On-Campus Office of Scholarships and Financial Aid (OSFA) 888-392-0007 or cmuosfa@cmich.edu
- Off-Campus Programs 800-950-1144
- Off-Campus Financial Aid Department 800-950-1144 Extensions 989-774-3782, 989-774-1086, or 989-774-1260.
- Registrar's Office 989-774-3261 or registra@cmich.edu

5. Select the semester you are enrolling in a payment plan and click “Sign up for New Payment Plan”.



nelnet
BUSINESS SOLUTIONS

Payment Plans

Nelnet Campus Commerce may be able to provide you with the opportunity to budget your payments over time.

Advantages

- Low, one-time enrollment fee for each Payment Plan
- Budget payments into smaller, monthly installments
- Automatically deduct your payment from the account you designate during the enrollment process.

Available Payment Plans
To enroll in a new payment plan, select a Payment Plan from the options below and click the “Sign Up for New Payment Plan” button.

Active Payment Plans
To view the detail of an active plan and to change the payment method for your plan, click the “View Details” link for that particular plan.

Available Payment Plans

- Summer On Campus 2018 (\$25.01 Non Refundable Enrollment Fee)
- Spring On Campus 2019 (\$25.01 Non Refundable Enrollment Fee)
- Fall On Campus 2018 (\$25.01 Non Refundable Enrollment Fee)

Sign Up for New Payment Plan

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6. Complete the budget worksheet. If you need assistance calculating total semester costs, please utilize the Pre-Billing Estimate link at top of the page. Click continue once the worksheet is complete.

Message Board

Payment Profiles

Authorize Payers

User Preferences

View & Pay Accounts

Scheduled Payments

Transaction History

Payment Plan

Messages

Budget Worksheet

Payers:
For assistance in calculating the total charge and total credits, please use the **Pre-Billing Estimate** page. From the Pre-Billing Estimate page use the total charges and total credits to populate the boxes below.

Authorized Payers:
For assistance in calculating the total charge and total credits, please use the **Pre-Billing Estimate** page.

If you would like to use the Pre-Billing Estimate but do not have Delegate Access, your student will need to grant you access through their CentralLink account.

From the Pre-Billing Estimate use the total charges and total credits to populate the boxes below. Don't forget to include any secured Third Party Payments and / or Third Party Scholarships.

Spring On Campus 2019

Charges	Values	Credits	Values
Total Charges	<input style="width: 80%;" type="text" value="60.00"/>	Total Credits	<input style="width: 80%;" type="text" value="0.00"/>
Payment Plan Balance			60.00

Back
Continue
Cancel

7. Select your number of installments, payment date of the month, and payment method. Once your plan is configured, select continue.

Message Board

Payment Profiles

Authorize Payers

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Payment Plan Options

Please select a payment plan option.

Options

Term	Estimated [†] Balance	Installments	Estimated [†] Installment Amount
<input type="radio"/> 5 Monthly Installments starting May 2018 (Enrollment Fee: \$25.01)			
Spring On Campus 2019	\$75.00	5	\$15.00
<input checked="" type="radio"/> 4 Monthly Installments starting June 2018 (Enrollment Fee: \$25.01)			
Spring On Campus 2019	\$75.00	4	\$18.75
<input type="radio"/> 3 Monthly Installments starting July 2018 (Enrollment Fee: \$25.01)			
Spring On Campus 2019	\$75.00	3	\$25.00
<input type="radio"/> 2 Monthly Installments starting August 2018 (Enrollment Fee: \$25.01)			
Spring On Campus 2019	\$75.00	2	\$37.50

[†] Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.

Schedule Preferences

- 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 on the day of . If a payment date falls on a weekend, the payment will be scheduled for processing the next business day.

NOTE: We will automatically deduct each installment from the account you authorize when enrolling in this payment plan. Each deduction will occur on the day indicated and prior notification will be emailed to you. If a scheduled installment date falls on a weekend the automatic deduction will occur the next business day.

Payment Method

Payment Method:

NOTE: This account will be used for all payments due today as well as all monthly automatic deductions.

Previous
Continue
Cancel

CMU Payment Plan – Enrollment Instructions

8. Enter your payment information and select continue.

The screenshot displays the 'nelnet BUSINESS SOLUTIONS' interface. On the left is a navigation menu with items: Message Board, Payment Profiles, Authorize Payers, User Preferences, View & Pay Accounts, Scheduled Payments, Transaction History, Payment Plan, and Messages. The main content area is titled 'Provide Credit Card Information' and includes the following text:

Please provide your Credit Card information in the fields below. Click the "Continue" button when you have completed all fields.

The profile you create will be used each month to auto debit the credit card you specify. Since this will be a recurring installment, a profile must be established to support the processing of each monthly payment plan installment. You can change the credit card information for the monthly payment plan installments at any time prior to the date that the scheduled debit will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile.

For help, please click on the question mark next to a field.

NOTE: All fields are required.

Amount Due Today: Amount charged to your Credit Card today

Enrollment Fee:	\$25.01
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The following payment information will be used for all payments due today as well as all monthly automatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment. Profiles that are used for payment plans can be changed up until 3:00 PM on the day the payment is scheduled to be processed. Changes made after 3:00 PM will be effective for the next scheduled payment plan payment.

Credit Card Information

Cardholder's Name:

Card Type: MASTERCARD

Credit Card Number: Virtual Keypad

Reenter Card Number: Virtual Keypad

CVV2 Code:

Expiration Date: -- MONTH -- -- YEAR --

Billing Address Information

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9. You will be prompted to verify your payment information. If your information is correct, select continue.

The screenshot shows a web interface for verifying payment plan information. On the left is a navigation menu with items: Message Board, Payment Profiles, Authorize Payers, User Preferences, View & Pay Accounts, Scheduled Payments, Transaction History, Payment Plan, and Messages. The main content area is titled "Is This Payment Plan Information Correct?" and includes the following sections:

- Amount Due Today:** Amount charged to your Credit Card today
- Enrollment Fee:** \$25.01
- Profile Information:** Profile Name: Caitlyn Plan
- Credit Card Information:** Cardholder's Name: Test Payer, Card Type: MASTERCARD, Credit Card Number: ending with 5454, CVV2 Code: 998, Expiration Date: 02/2021
- Billing Address Information:** Address 1: 123 Main, Address 2: , City: Mount Pleasant, State: MI, Zip: 48858
- Contact Information:** (Section header only)

10. Read the Terms and Conditions of your Payment Plan. If satisfied with your plan, check the box to accept the terms and then confirm your enrollment.

The screenshot shows a confirmation page for the payment plan agreement. It includes the following text and elements:

- Itemization of the Amount Financed of \$75.00**
- Amount paid on your account: \$75.00**
- Prepaid finance charge: \$0.00**
- A paragraph of text: "I, [redacted] 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."
- A checked checkbox 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."
- Three buttons: "Back", "Confirm", and "Cancel".

11. An email will be sent to you confirming your enrollment in the Payment Plan and outlining your agreement details.