9.2 Payment Plan Enrollment (Fluid)

**Purpose:** Use this document as a reference for how to enroll in a Payment Plan in ctcLink Fluid, using the Financial Account section of the Student Homepage.

**Audience:** Students; Student Services staff.

Payment Plan Enrollment

**Navigation:** Student Homepage

1. Select the **Financial Account** tile.

![Student Homepage with Financial Account tile highlighted](image.png)

2. The **Account Balance** page displays.

3. Select the **Account Services** button on the left menu to expand and show the **Enroll in Payment Plan** options:
   a. Nelnet Payment Plan
   b. Enroll in Payment Plan
4. The **Select Payment Plan** options will become available.
5. If eligible to enroll in a payment plan, please select the appropriate plan and enroll.

![Payment Plan Walk Through (not Nelnet)](image.png)

| Note | Payment Plan must already be setup and self-service configured. |

**Payment Plan Walk Through (not Nelnet)**

6. After selecting Enroll in Payment Plan, the **1. Select Payment Plan** page displays and is the first of four plan enrollment steps.
7. Select the applicable plan and then select **Next**.
8. The **2. Review Installments** page displays.
9. After confirming the Installment Schedule, Administrative Fee, term, and dates - continue by selecting the **Next** button.

10. The **3. Agreement** page displays below.
11. Confirm that you understand the agreement by selecting the ‘Yes, I have read the agreement’ check box.

12. Select the Enroll button.

13. The **4. Result** page displays.

14. The page shows that you are now enrolled in the payment plan.
15. Process complete.