

9.2 Payment Plan Enrollment (Fluid)

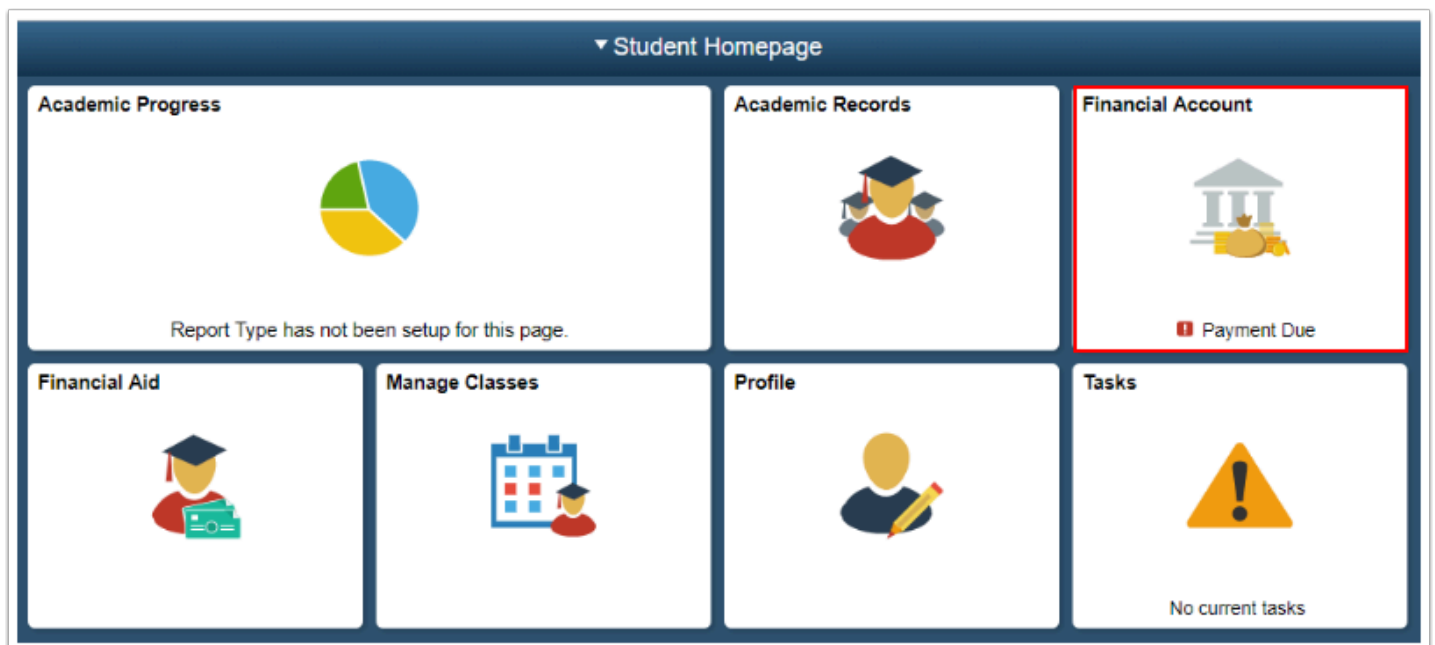
Purpose: Use this document as a reference for how to enroll in a Payment Plan in ctLink Fluid, using the Financial Account section of the Student Homepage.

Audience: Students; Student Services staff.

Payment Plan Enrollment

Navigation: Student Homepage

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



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

Term	Charges & Deposits	Total Due
FALL 2018	566.60	566.60
SPRING 2019	1,192.38	1,192.38
SUMMER 2019	1,310.74	1,310.74
Total	3,069.72	3,069.72

Currency used is US Dollar

- The **Select Payment Plan** options will become available.
- If eligible to enroll in a payment plan, please select the appropriate plan and enroll.

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

Payment Plan Walk Through (not Nelnet)

- After selecting Enroll in Payment Plan, the **1. Select Payment Plan** page displays and is the first of four plan enrollment steps.
- Select the applicable plan and then select **Next**.

ctcLink Student Homepage 1. Select Payment Plan

Account Balance

Charges

Payments

1098-T

Payment Plans

Nelnet Payment Plan

Enroll in Payment Plan

Other Account Activities

Enroll in Payment Plan

1. Select Payment Plan

You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
STEPP Winter 2020 Student Tuition Easy Payment Plan Winter 2020	10,000.00	3	12/17/2019

Currency used is US Dollar

[Go to top](#)

8. The **2. Review Installments** page displays.

9. After confirming the Installment Schedule, Administrative Fee, term, and dates - continue by selecting the **Next** button.

Account Balance

Charges

Payments

1098-T

Payment Plans

Nelnet Payment Plan

Enroll in Payment Plan

Other Account Activities

Enroll in Payment Plan

2. Review Installments

You have selected STEPP Winter 2020.
Student Tuition Easy Payment Plan Winter 2020

Eligible Charges 1,299.43
Plan Amount 10,000.00
Number of Installments 3

Eligible Charges represent the balance available for the payment plan.

Installment Schedule

Due Date	Installation	Administrative Fee	Total Installment
12/17/2019	433.15	20.00	453.15
01/17/2020	433.14		433.14
02/17/2020	433.14		433.14
Total	1,299.43	+ 20.00	= 1,319.43

Currency used is US Dollar

Important: The Installment Schedule is based on your current eligible charges of 1,299.43. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 10,000.00.

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.

3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

STEPP Winter 2020

You are about to enroll in STEPP Winter 2020.
Student Tuition Easy Payment Plan Winter 2020

Plan Amount	1,299.43
Administrative Fee	20.00
Total Plan Amount	1,319.43
Number of Installments	3

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
12/17/2019	433.15	20.00	453.15
01/17/2020	433.14		433.14
02/17/2020	433.14		433.14
Total	1,299.43	20.00	1,319.43

Currency used is US Dollar
Important: The Installment Schedule is based on your current eligible charges of 1,299.43. If charges that are placed in this plan are reversed or reduced, your installment payment will also be automatically reduced. If you incur eligible charges in the future, they will be added to this installment schedule automatically, up to the amount of 10,000.00.

I agree to the installment schedule listed above. If I default on any installments, I understand that full amount may be due immediately and a hold will be placed on my account.

The agreement is dated 11/26/2019 Yes, I have read the agreement

13. The **4. Result** page displays.
14. The page shows that the you are now enrolled in the payment plan.

4. Result

Enroll in Payment Plan

4. Result

✔ Congratulations!

You have successfully enrolled in STEPP Winter 2020. Please keep the installment schedule for your reference.

Installment Schedule

Due Date	Installment	Administrative Fee	Total Installment
12/17/2019	433.15	20.00	453.15
01/17/2020	433.14		433.14
02/17/2020	433.14		433.14
Total	1,299.43	20.00	1,319.43

15. Process complete.