



## Enrolling online is simple

Go to "[MySandburg](#)",

- "Log In"
- Under "Self-Service Menu" select "Student Menu"
- select "My Account"
- select "Sign up for the payment plan/Manage plan"
- click "[Click here](#)" to open a window leading to our payments processor, Nelnet
- create an account
- create a profile
- click "Set up Payment Plan"
- click "Begin"
- A Demographics page will be displayed-check boxes for email reminders and email correspondence-click "Next".
- An Amount Due page will be displayed and you can click the "View Details" for details of tuition and fees-click "Next".
- The Payment Plan Options page will be displayed, here you will choose where you want your payments to be made from-Checking/Savings, Credit Card; and how many payments you would like to pay-click "Next".
- The Payment Details page will be displayed, you will select either "Add Bank Account" or "Add Credit Card".
- Add Account page will be displayed and you will fill out the details for which option you choose and the billing address that appears on your billing statement-click "Save".
- Back to the Payment Details page to verify, this page will also display the "Amount Due Today" and the "Remaining Amount"-click "Next".
- The Payment Schedule page will be displayed, here you will choose what day you want the future scheduled payments to be on – the 5<sup>th</sup> or the 20<sup>th</sup> of each month.
- The "Future Payment Schedule" will be displayed-click "Next".
- The "Review & Authorize" page will be displayed, here you will check the box stating that you have read and accepted the "terms and conditions" of this payment plan. You will also be able to change any information that you feel needs changed before authorizing payment. After changes are made or you have read the terms and conditions-click "Authorize".
- You will see a confirmation number on the "Thank You" page. You may also print this page for your records.
- You will have to renew the payment plan online each term.

- If you should have questions, please contact the Business Office at (309) 341-5210, regular office hours are M-F 8am – 5pm (summer hours are 8am – 4pm).

\*\*\*\*\*If at any time during the term you add or drop a class, make extra payments online or in the offices, receive financial aid, receive a scholarship, and/or receive a loan...**PLEASE CONTACT THE BUSINESS OFFICE** to let them know of your changes. **CHANGES ARE NOT AUTOMATICALLY ADJUSTED\*\*\*\*\***