

To set up Payment Plan

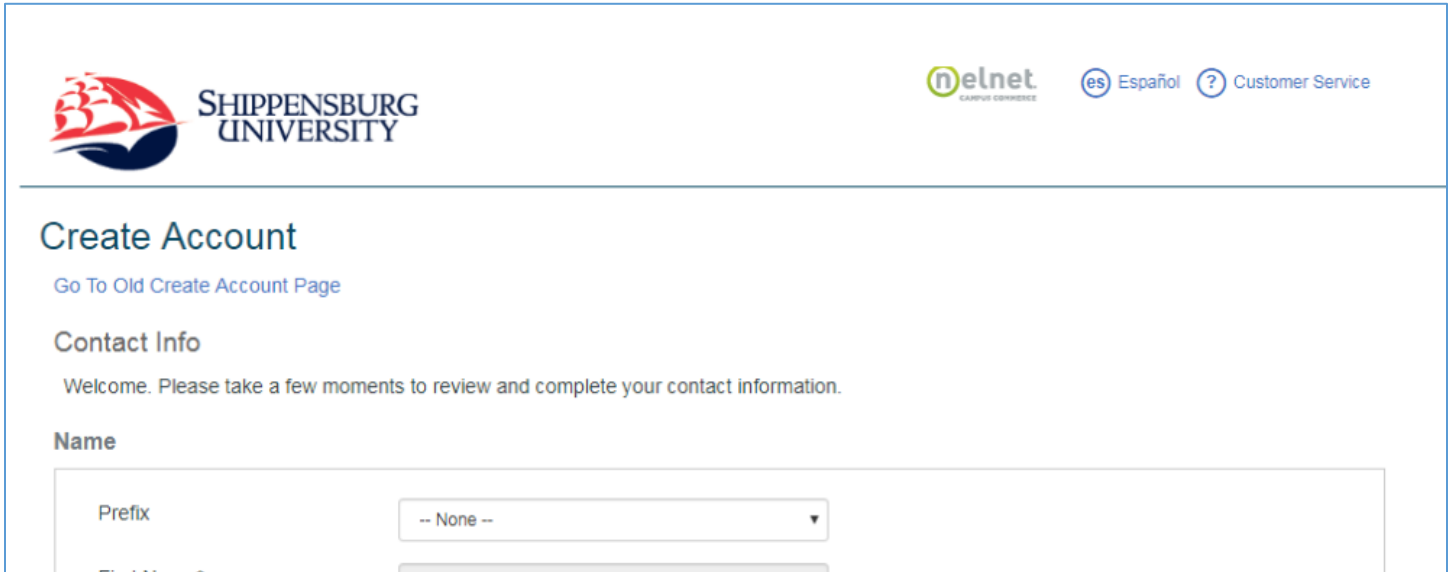
Login From SSB

- Student Tab
- Student Account Tab
- Payment Plan Link

Login from my.ship.edu

- Select Student
- Select Paying for College
- Select Payment Plan

You will be redirected to Nelnet's payment plan landing page.

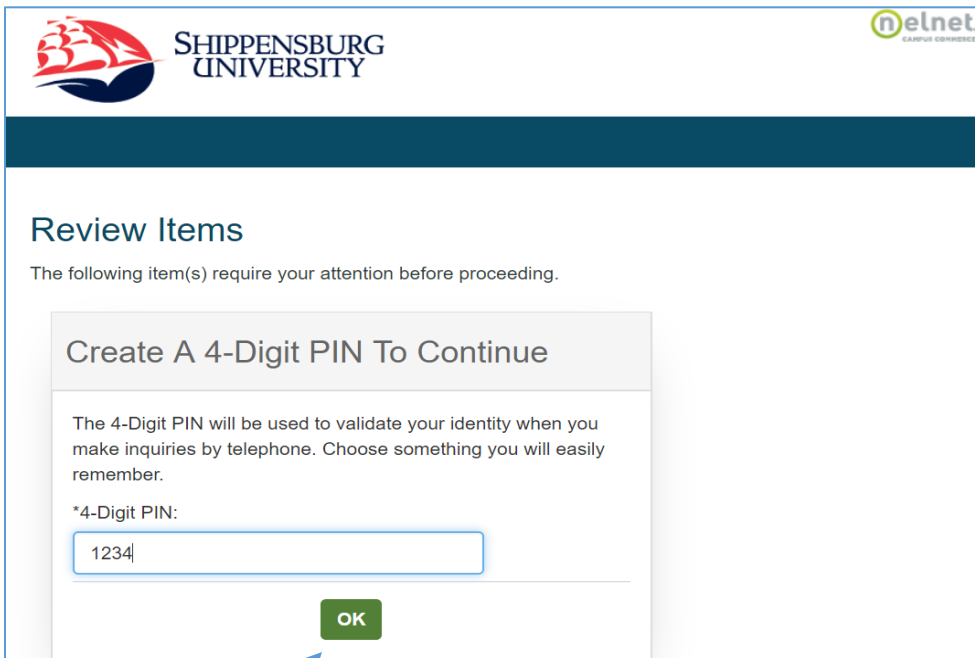


- Create an Account – please verify your contact information: Address/ Email/ Phone Number

Your information is validated through your ship.edu login

- Click submit at bottom of screen when finished verifying your information.

- Set Pin



- Select ok

- Review Current Balance

- Select setup payment plan

Add a friend/family member to help pay bill

NOTE: If someone other than the student is setting up the payment plan, the student must add the person as an authorized user on the account. This will allow the authorized user to login to the payment plan without the student's ship.edu information.

*****PREVIOUS SEMESTER BALANCES MUST BE PAID IN FULL PRIOR TO THE START OF THE NEXT SEMESTER. PAYMENT PLANS MAY ONLY BE UTILIZED FOR UPCOMING SEMESTER BALANCES.**

- Select Begin

- Review demographics and create security questions

Shippensburg University Fall 2019 [LIVE HELP](#)

Progress Tracker

Contact Information Amount Due Plan Options Payment Details Payment Schedule Review & Authorize Thank You

Contact Information

Demographics

Student ID*	XXXXXXXX
Name	Name Edit
	Address
	Phone Number
E-mail Addresses	TestAccount1@factsmgt.com <input checked="" type="checkbox"/> Please send me e-mail payment reminders Details All correspondence will be sent via e-mail only Correspondence will be sent to all e-mail addresses provided

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize Nelnet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s).

Security

Telephone Identification Questions

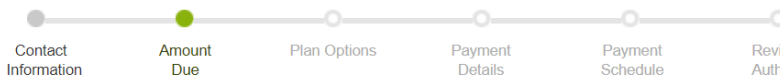
Please select two Telephone ID questions and provide answers below. These questions will be used by Nelnet customer service to validate your identity when you make inquiries by telephone.

Question 1*	-- Select --
Answer 1*	<input type="text"/>
Question 2*	-- Select --
Answer 2*	<input type="text"/>

[Back](#) [Next](#) | [Save & Exit](#) [Cancel](#)

- Select Next

Progress Tracker



Balance setting up payment plan for

Amount Due

Name	Amount Due
STUDENT NAME	5,402.00

[View Details](#)
 |

Billing charges and credits

- Verify amount setting up payment plan for and select next

****Next screen will give plan options****



Payment Plan Options

Amount Due to Shippensburg University: \$5,402.00

Select a payment schedule

Down payment and Enrollment fee due on signup

 Show:

Monthly Payments

Select	Payment Method	Down Payment (Due Today)	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee (Due Today)
<input checked="" type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> • Bank Account • Credit Card 	\$1,080.40	3	August 2019	\$1,440.54	15th	05 Aug 2019	\$40.00
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> • Bank Account • Credit Card 	\$1,890.70	2	September 2019	\$1755.65	15th	05 Sep 2019	\$40.00
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> • Bank Account • Credit Card 	\$2,701.00	1	October 2019	\$2,701.00	15th	03 Oct 2019	\$40.00

 |

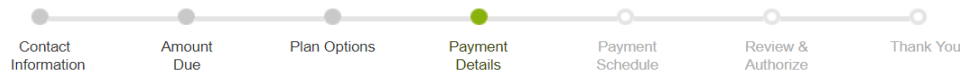
- Select Payment Plan option and then next

Option 1- 20% of balance due on sign up, then 3 equal payments

Option 2-35% of balance due on sign up, then 2 equal payments

Option 3-50% of balance due on sign up, then 1 payment of remaining balance

Progress Tracker



Payment Details

Please enter your primary financial account for payments

Pay using



The following processing fees may apply:

- Credit Card - up to 2.75%
- Debit Card - up to 2.75%
- Checking or Savings account - no fee

The amount will be disclosed once you select your payment method.
Card transactions for Shippensburg University are processed by Nelnet Campus Commerce, USA.

Back

Next

Cancel

- Input payment method
--This will be the method charged each month for your automatic payments

Please enter your primary financial account for payments

Pay using



Card transactions for Shippensburg University are processed by Nelnet Campus Commerce, USA.

Down Payment

Required Down Payment Amount \$1,080.40

Amount Due Today

Pay using [\(Change\)](#)

Card transactions for Shippensburg University are processed by Nelnet Campus Commerce, USA.

Down Payment to Shippensburg University View Details	1,080.40
Enrollment Fee View Details	40.00
Amount Due Today	\$1,120.40

Remaining Amount

Total Amount Remaining for Payment Plan	\$4,321.60
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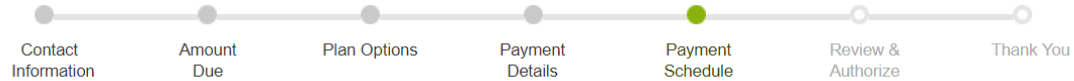
Back

Next

Cancel

- Select Next when finished entering payment info

Progress Tracker



Payment Schedule

Future Payment Schedule

Payments will be on the 15th of the month.

Payment Date	Description	Amount
Thursday, August 15, 2019	Payment	1,440.54
Monday, September 16, 2019	Payment	1,440.54
Tuesday, October 15, 2019	Payment	1,440.52

Card transactions for Shippensburg University are processed by Nelnet Campus Commerce, USA.

[Back](#)
[Next](#)
[Cancel](#)

- Review payment schedule and amounts
- Select Next

Option 1- 20% of balance due on sign up, then 3 equal payments due August 15, September 15, October 15
 Option 2-35% of balance due on sign up, then 2 equal payments due September 15, October 15
 Option 3-50% of balance due on sign up, then 1 payment of remaining balance due October 15

*****PAYMENTS WILL PROCESS AUTOMATICALLY ON THE 15th OF EACH MONTH UNTIL PAYMENT PLAN IS COMPLETE*****

Review & Authorize

[Netnet Returned Payment Fee Policy](#)

Amount Due Today \$1,120.40 Payment Method Good Bank - 1234 (Change)	Remaining Amount \$4,321.60 Payment Method Good Bank - 1234 (Change)	<input type="checkbox"/> I have read and accept the terms and conditions of this payment plan <div style="text-align: center;"> Back Authorize Cancel </div>
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Contact Information

[Change](#)

Name/Address	Name	All correspondence will be sent via e-mail <input checked="" type="checkbox"/> Please send me e-mail payment reminders
Phone	Address	
E-mail	Phone #	
	TestAccount1@factsmgt.com	

- Review and authorize payment - Please review terms and conditions for payment

Thank You

Thank you for completing a payment plan for Shippensburg University. Please print a copy for your records.

Did you know that you can receive text alerts on your mobile phone? [Learn More.](#)

An authorized party can make payments on your behalf. [Want to designate another payer?](#)

Amount Paid Today \$1,120.40 Good Bank - 1234	Agreement Number 101 105 720 Remaining Amount \$4,321.60 Good Bank - 1234	<input checked="" type="checkbox"/> I have read and accept the terms and conditions of this payment plan (Signed on 11 Jun 2019) <div style="text-align: center;"> Done Print </div>
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Contact Information

Name/Address	Name	All correspondence will be sent via e-mail <input checked="" type="checkbox"/> Please send me e-mail payment reminders
Phone	Address	
E-mail	Phone #	
	Email address	

- Confirmation of payment - Please print for your records.

To make payment towards an existing payment plan

- Sign in to payment plan

The screenshot shows a student dashboard with a navigation bar (Home, My Profile, Financial Accounts) and a user profile (Signed in as Student). The main content area is titled 'Hello STUDENT' and features a 'Payment Activity' section. This section displays the student's current balance of \$4,321.60 and a list of payment plans, including 'FALL 2019 Payment Plan (101 105 720)' with an amount due of \$4,321.60. A green 'Make a Payment' button is prominently displayed above the payment plan list. A callout box labeled 'Existing payment plan' points to the 'FALL 2019 Payment Plan' entry. To the right, there is a 'STUDENT NAME' section with contact information and options to register for text services or add an authorized party.

Existing payment plan

- Select Make a payment

The screenshot shows the 'Make A Payment' screen with a progress indicator (1 Select A Payment, 2 Payment Method, 3 Receipt). The user is prompted to 'Select a Term to Pay' and has chosen 'Fall 2019 - \$4,321.60'. Under 'Payment Options', the 'Other Amount' option is selected. The 'Upcoming Payments' section displays a table of payments with columns for Due Date, Description, Amount Due, and Payment Amount. The table lists three payments: 15 Aug 2019 (\$1,440.54), 16 Sep 2019 (\$1,440.54), and 15 Oct 2019 (\$1,440.52). The 16 Sep 2019 payment has a payment amount of \$400.00 entered. A callout box labeled 'Existing payment plan' points to the 16 Sep 2019 payment row. At the bottom, there is a 'Cancel' button and a green 'Next - Payment Method' button. A callout box labeled 'Existing payment plan' also points to the 'Next - Payment Method' button.

DUE DATE	DESCRIPTION	AMOUNT DUE	PAYMENT AMOUNT
<input type="checkbox"/> 15 Aug 2019	Payment	\$1,440.54	\$ Enter Amount
<input checked="" type="checkbox"/> 16 Sep 2019	Payment	\$1,440.54	\$ 400.00
<input type="checkbox"/> 15 Oct 2019	Payment	\$1,440.52	\$ Enter Amount

PAYMENT AMOUNT: \$400.0

- Select date you want to make payment towards and type in amount, then select next

- Add new payment method or keep original

1 Select A Payment 2 Payment Method 3 Receipt

Student & Id Number

Payment Method

- Good Bank ending in 1234
- or [Add a New Account](#)

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to 2.75%
- Debit Card - up to 2.75%
- Checking or Savings Account - no fee

Card transactions for Shippensburg University are processed by Nelnet Campus Commerce, USA.

[Nelnet Returned Payment Fee Policy](#)

Total Amount

Institution Amount \$400.00

Total **\$400.00**

A transaction receipt will be sent to: TestAccount1@factsmgt.com. [Add](#)

Authorization

This payment will affect the payment schedule only if it is successful. If this payment returns before the next scheduled payment date, we will attempt the scheduled payment on the scheduled date. If this payment returns after the next scheduled payment date, we will attempt the scheduled payment IMMEDIATELY after receiving the return.

By clicking the Pay Now button, you authorize Nelnet on behalf of Shippensburg University to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

[Cancel](#)

Pay \$400.00 Now

****Please note this is an immediate payment and cannot be canceled.**

- Verify payment amount, read authorization, and select Pay Now
- View receipt for payment



Thank You

Your payment for \$400.00 has been authorized and submitted.

A transaction receipt was sent to TestAccount1@factsmgt.com

Proceed to Home