
Student Experience: Institution First Payment Plan Setup

This page applies to the Enterprise Payment Platform. If you are looking for QuikPay or Commerce Manager, View the [QuikPay](#) section.

Overview

With Institution First online payment plan set up, institutions provide student information and balances. A notice is then sent to the student to create or access their account and set up a payment plan. This option is particularly useful for handling delinquencies since payment plans provide flexibility to the student.

Viewing your payment plan site in Evaluation Mode

There are several configurations and customizations that make your online payment plan site unique to your school. We provide a way for you to view your specific site in an evaluation mode so that you can view each step without the system actually creating a live payment plan. For more information, see [Viewing Your Online Payment Plan Site in Evaluation Mode](#). This will not allow you to preview an upcoming term. It can only be utilized for a live term.

In the remaining sections of this article, the basic steps are outlined from the perspective of a student setting up a new payment plan. Keep in mind that the options listed are for sample purposes and your configurations may vary from the ones discussed.

Invitation

The majority of institutions that offer Institution First will use the invitation option on our system. This invitation provides all of the information needed to access the system and finalize a payment plan.

BW School First College

Set up your Payment Plan

Past Due Balances
Leonard Bagman
Customer #: 5001405652
Student ID: 86920
Registration Code: JNZRJVV
Unique Code: JNZRJVV

Leonard Bagman,

BW School First College is pleased to offer you a convenient online method to set up a payment plan. Go to Nelnet Campus Commerce to set up a payment plan.

[Set up a payment plan](#)

You have a past due balance owed to Past Due University. You may set up a payment plan to pay your balance over 6 monthly payments. You may also pay the balance in full.

Failure to pay the balance owed may result in further collection activity, up to but not limited to assignment to a collection agency, additional collection costs, and possible litigation efforts.

Thank you,
BW School First College

Si usted tiene preguntas sobre esta correspondencia,
llame al Servicio al cliente (800)609-8056.

Welcome page

The student will land on a **Welcome** page after selecting Set up a payment plan and click **Begin**.

The text on this screen can be customized by the institution.

- Text size and color can be modified.
- Keep the message brief.

- Include contact information for questions.

From this point forward, the customer has access to **Live Help** via our chat feature on the top right corner of the screen. This option is available Monday-Friday from 8-5 Central Time.



Note

Users who don't already have an account will add their information when they land directly on the eCashier Welcome page.

BW School First College

netnet CAMPUS CONVENIENCE

es Español Customer Service

BW School First College

Past Due Balances

Welcome

Want to designate another payer? ?

You have agreed to repay your past due balance with a payment plan. Please follow the steps to submit your agreement.

Begin | Cancel

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v20.5.10630.11625

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Progress Tracker sections

A Progress Tracker appears at the top of the screen indicating each of the steps needed to complete a payment plan. Users are not able to save certain sections and return to complete the Payment Plan.

Contact Information

The student will have the opportunity to review their personal information and make changes as needed. In addition, the student can opt-in for email payment reminders.

Progress Tracker

[Contact Information](#)
[Amount Due](#)
[Plan Options](#)
[Payment Details](#)
[Payment Schedule](#)
[Review & Authorize](#)
[Thank You](#)

Contact Information

Student Information

Student ID*	<input type="text" value="86920"/>
Name	Leonard Bagman 9 College Way Lincoln, NE 68505 United States (555)555-5555 Edit Details
E-mail Addresses	<input type="text" value="test@nelnet.net"/> <input 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).

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

Amount Due

The net amount due is displayed. There are options for adding custom text to this page.

- Click **View Details** to see the charges and credits applied.

Past Due Balances

Progress Tracker

Amount Due

The amount below represents the amount you agreed to pay on your Promissory Note. If this is not the correct amount please contact the Creighton University Office of Student Accounts.

Name	Amount Due	
Leonard Bagman	2,692.00	View Details

Details - Leonard Bagman [Hide](#)

Description	Amount	Total
Tuition		
Past due balance	2,692.00	
Tuition Subtotal		2,692.00

Plan Options

Only the payment plans that are available at the time the student signs up will be listed.

- Use the **Show:** drop-down menu to limit the plans displayed.
- Select a payment plan.
 - If a fee or discount is applied for a specific plan, it is displayed above the grid for that plan.
 - If custom text was added to a plan, it will also display above the grid for that plan.
 - When a down payment is required, the amount is a link to view the detail.
- When the user clicks **Next**, a warning will be displayed to remind the student that there is a Nelnet Enrollment Fee for the plan selected, if applicable.

Payment Details

The options available are dependent on the payment methods your institution offers. A warning box may appear if you are offering a credit card program where the student may pay additional fees.

**Note**

The person listed as the Plan Owner must be a signer on the financial account provided.

Once the financial account has been entered, additional options may be displayed. If a Down Payment is displayed, **View Details** will provide information about the amount.

Payment Schedule

If multiple processing dates are available for the plan selected, the student will be able to select from those dates in a drop-down list. When only one processing date is available, it is stated above the schedule. The full schedule with payment amounts is displayed below.

Review & Authorize

- **Change** links allow the user to edit the information entered during payment plan setup
- The student must check the box to agree to the **Terms & Conditions**.
- Clicking **Authorize** completes the set up.

Thank You

- Click **Print** to save a copy.
- Click **Done** to navigate to user account.

User Account

The agreement is finalized and the student can access all of the information about the plan from their user account.



Hello Leonard



Payment Plan & Billing

Leonard Bagman ID: 86920

[View Details](#)

Current Balance

\$2,692.00

[Make a Payment](#)

PAST DUE BALANCES

Payment Plan (101 069 359)

[Actions](#)

AMOUNT DUE

\$2,692.00

[Set up a Payment Plan](#)



Leonard Bagman



test@nelnet.net



[Register to receive text services on your mobile phone.](#)



[Wells Fargo - 4567](#)



Want to allow a friend or family member to pay toward your balance?

[Add an Authorized Party.](#)

[Have another activity you want to link?](#)

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