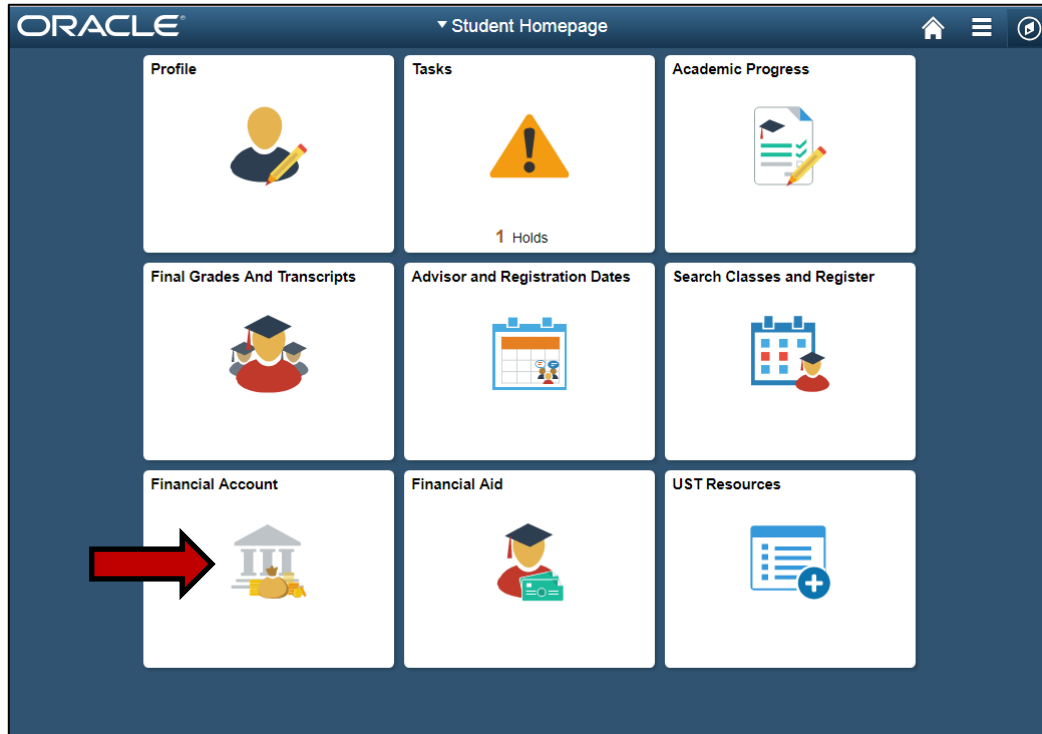
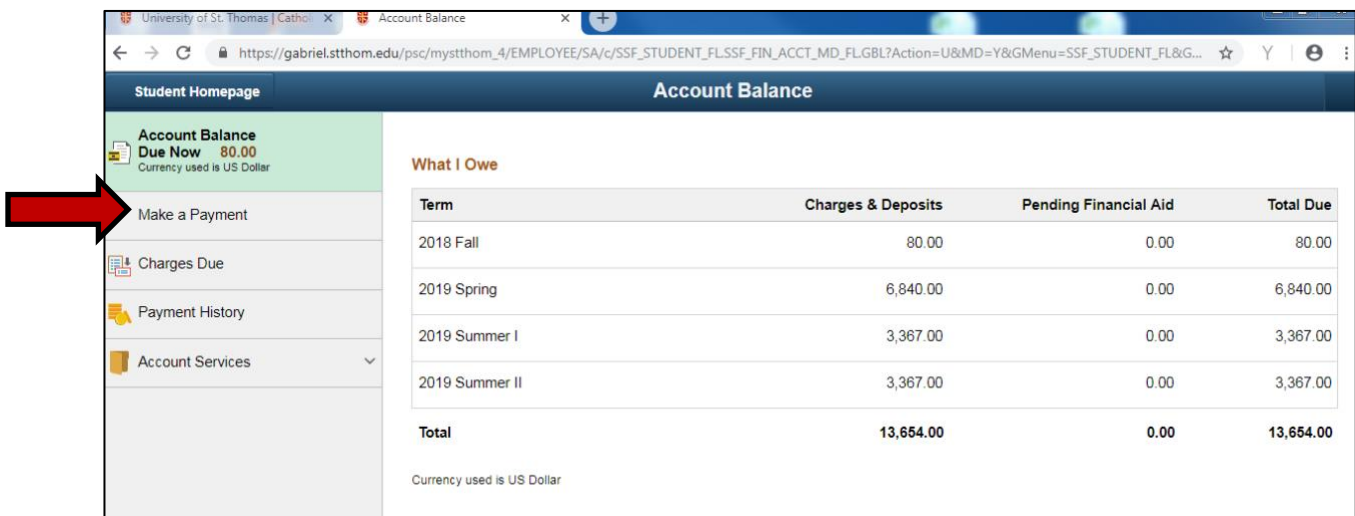


PAYMENT PLANS

Step 1: Click on Financial Account



Step 2: Click on “Make a Payment” in the left-hand margin.



The screenshot shows the 'Account Balance' page. The left-hand navigation menu has a red arrow pointing to the 'Make a Payment' button. The main content area shows a table titled 'What I Owe' with the following data:

Term	Charges & Deposits	Pending Financial Aid	Total Due
2018 Fall	80.00	0.00	80.00
2019 Spring	6,840.00	0.00	6,840.00
2019 Summer I	3,367.00	0.00	3,367.00
2019 Summer II	3,367.00	0.00	3,367.00
Total	13,654.00	0.00	13,654.00

Currency used is US Dollar

Step 3: Click on the red “jUSTPay” button.

Student Homepage Allocate Payment

Account Balance
Due Now 80.00
Currency used is US Dollar

Make a Payment

Charges Due

Payment History

Account Services

Account Summary

Allocate Payment

You owe 13,654.00.

- Due Now
- Future Due 13,574.00

**** You have a past due balance of 80.00. ****

jUSTPay

What I Owe

Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
2018 Fall	80.00		80.00
2019 Spring	6,840.00		6,840.00
2019 Summer I	3,367.00		3,367.00
2019 Summer II	3,367.00		3,367.00
Total	13,654.00		13,654.00

Currency used is US Dollar

Remittance Addresses

*To use the jUSTpay feature, please ensure your device allows popups from myStThom.

Step 4: Click on “Set up a Payment Plan”.

UNIVERSITY OF ST. THOMAS

Home My Profile Financial Accounts Signed in as Kimberly

Current Balance **\$6,920.00** [View Details](#) [Transaction Details](#)

Make a Payment

[View Last Bill](#)

SPRING 2019 Current Charges	AMOUNT DUE \$6,840.00
FALL 2018 Current Charges	AMOUNT DUE \$80.00

Set up a Payment Plan

[Manage Refunds](#)

Want to allow a friend or family member to pay toward your balance?
[Add an Authorized Party.](#)

Step 5: Click “Begin”.

UNIVERSITY OF ST. THOMAS

University of St. Thomas Spring 2019 [LIVE HELP](#)

Welcome


[Want to designate another payer?](#)

When you enroll in a payment plan, your payments will automatically be deducted from your bank account or charged to your credit card on the 5th of every month.

If someone other than a student will be making payments or setting up a payment plan, you will need to designate them as an **AUTHORIZED PAYER** in our system.

STEPS TO AUTHORIZE ANOTHER PAYER:

1. The student will need to designate the Authorized Party. Please click on the **"WANT TO DESIGNATE ANOTHER PAYER?"** link in the top right corner of the page.
2. Once you have completed the required information, an email will be sent to the Authorized Payer with a link to log into the payment system.
3. When the Authorized Payer has accessed the payment system, the Authorized Payer can complete a payment plan or make a payment on the student's behalf.

 [Begin](#) | [Cancel](#)

Step 6: Click “Next”.

UNIVERSITY OF ST. THOMAS

University of St. Thomas Spring 2019 [LIVE HELP](#)

Progress Tracker

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

Contact Information

Demographics

All demographics are provided by the institution based on what is shown on the student record.


Please note that changing your contact information here does not change it with the University. To change your contact information with the University, email registrar@stthom.edu and include your full name and student ID number.

Student ID*

Name

E-mail Addresses

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](#)

Step 7: Click “Next”.

UNIVERSITY OF ST. THOMAS

University of St. Thomas Spring 2019


Progress Tracker

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

Amount Due

The balance reflects what is due on the schools side for the current term. Click on “View Details” for more information.
If you have questions regarding your balance, email businessoffice@stthom.edu and include your full name and student ID number.

Name	Amount Due	
	6,840.00	View Details

 **Next** | Back | Cancel

A-AD-0-88 v18.9.11116.10725 [Top of Page](#) | [Customer Service](#) | [Terms of Use](#) | [Privacy & Security](#)
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Step 8: Select one of the available payment plan options and click “Next”.

UNIVERSITY OF ST. THOMAS

University of St. Thomas Spring 2019

Progress Tracker

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


Payment Plan Options

Amount Due to University of St. Thomas: \$6,840.00

Select a payment schedule 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 type="radio"/>	Automatic Payments from • Bank Account • Credit Card	None	6	December 2018	\$1,140.00	5th	03 Dec 2018	\$35.00
<input type="radio"/>	Automatic Payments from • Bank Account • Credit Card	\$684.00	5	January 2019	\$1,231.20	5th	26 Dec 2018	\$35.00
<input type="radio"/>	Automatic Payments from • Bank Account • Credit Card	\$1,368.00	4	February 2019	\$1,368.00	5th	25 Jan 2019	\$35.00

 **Next** | Back | Cancel

Step 9: Click on the “OK” button.

UNIVERSITY OF ST. THOMAS

University of St. Thomas Spring 2019 LIVE HELP

Progress Tracker

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

Payment Plan Options

Amount Due to University of St. Thomas: \$6,840.00


Select a payment schedule

Monthly Payments

Select	Payment Method						First Day to Enroll	Enrollment Fee (Due Today)
<input type="radio"/>	Automatic Payments from • Bank Account • Credit Card	None	6	December 2018	\$1,140.00	5th	03 Dec 2018	\$35.00
<input type="radio"/>	Automatic Payments from • Bank Account • Credit Card	\$684.00	5	January 2019	\$1,231.20	5th	26 Dec 2018	\$35.00
<input checked="" type="radio"/>	Automatic Payments from • Bank Account • Credit Card	\$1,368.00	4	February 2019	\$1,368.00	5th	25 Jan 2019	\$35.00

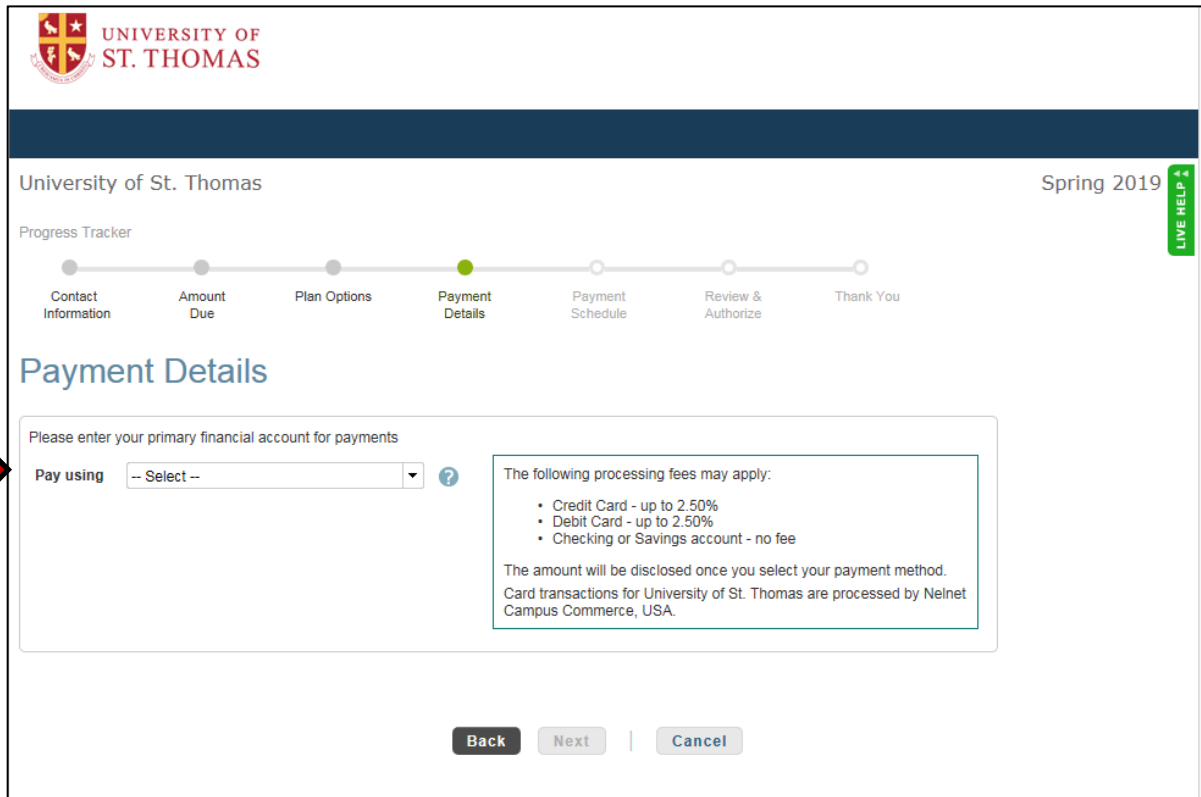
Enrollment Fee

There is a nonrefundable enrollment fee to participate in the option you selected.

 **OK** | Cancel

Back | **Next** | Cancel

Step 10: From the field that reads, “Pay Using”, click on the down arrow, select “bank account” or “card information,” enter the required information and click the Save button:



UNIVERSITY OF ST. THOMAS

University of St. Thomas Spring 2019 [LIVE HELP](#)

Progress Tracker

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

Payment Details

Please enter your primary financial account for payments

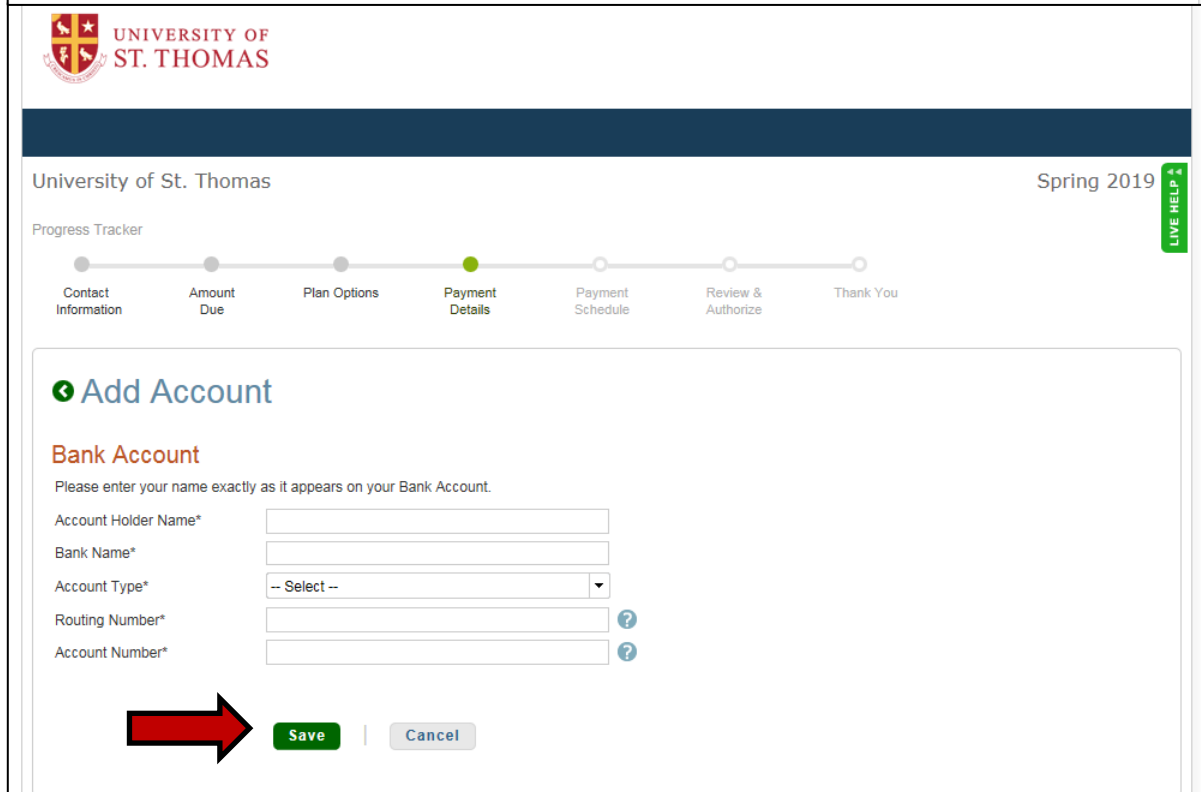
Pay using ?

The following processing fees may apply:

- Credit Card - up to 2.50%
- Debit Card - up to 2.50%
- Checking or Savings account - no fee

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

Back | **Next** | **Cancel**



UNIVERSITY OF ST. THOMAS

University of St. Thomas Spring 2019 [LIVE HELP](#)

Progress Tracker

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

← Add Account

Bank Account

Please enter your name exactly as it appears on your Bank Account.

Account Holder Name*

Bank Name*

Account Type*

Routing Number* ?

Account Number* ?

Save | **Cancel**

Step 11: Click "Next"

University of St. Thomas Spring 2019

Progress Tracker

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

Payment Details

Please enter your primary financial account for payments

Pay using [?](#) Card transactions for University of St. Thomas are processed by Nelnet Campus Commerce, USA.

Down Payment

Required Down Payment Amount \$1,368.00

Amount Due Today

Pay using [\(Change\)](#) Card transactions for University of St. Thomas are processed by Nelnet Campus Commerce, USA.

Down Payment to University of St. Thomas View Details	1,368.00
Enrollment Fee View Details	35.00
Amount Due Today	\$1,403.00

Remaining Amount

Total Amount Remaining for Payment Plan	\$5,472.00
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UNIVERSITY OF ST. THOMAS

University of St. Thomas Spring 2019

Progress Tracker

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

Payment Schedule


Future Payment Schedule

Payments will be on the 5th of the month.

Payment Date	Description	Amount
Tuesday, February 05, 2019	Payment	1,368.00
Tuesday, March 05, 2019	Payment	1,368.00
Friday, April 05, 2019	Payment	1,368.00
Monday, May 06, 2019	Payment	1,368.00

Card transactions for University of St. Thomas are processed by Nelnet Campus Commerce, USA.

Step 12: Check the box next to “I have read & accept the terms and conditions of the payment plan” and click the “Authorize” button:



UNIVERSITY OF ST. THOMAS

University of St. Thomas Spring 2019


Progress Tracker

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

Review & Authorize

[Nelnet Returned Payment Fee Policy](#)

Amount Due Today \$1,403.00 Payment Method chase - 1234 (Change)	Remaining Amount \$5,472.00 Payment Method chase - 1234 (Change)	<input type="checkbox"/> I have read and accept the terms and conditions of this payment plan
--	--	---

 **Back** **Authorize** Cancel

Contact Information

[Change](#)

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

Name
