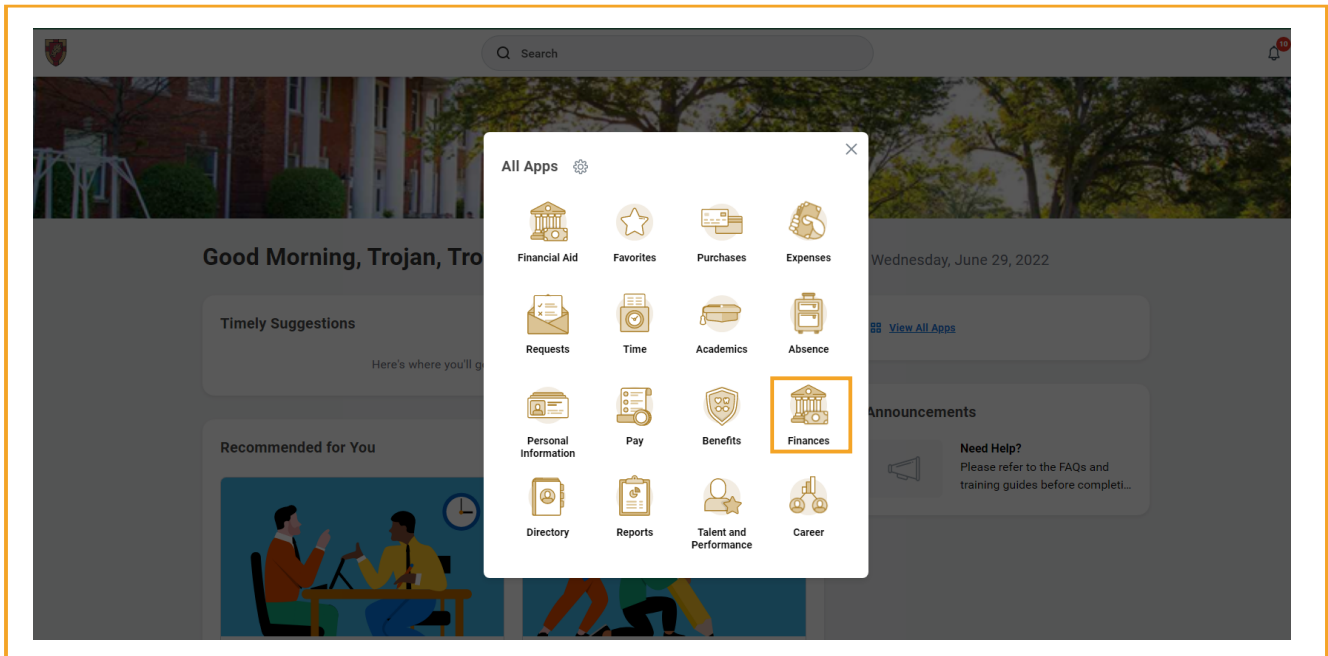


Set up a Payment Plan

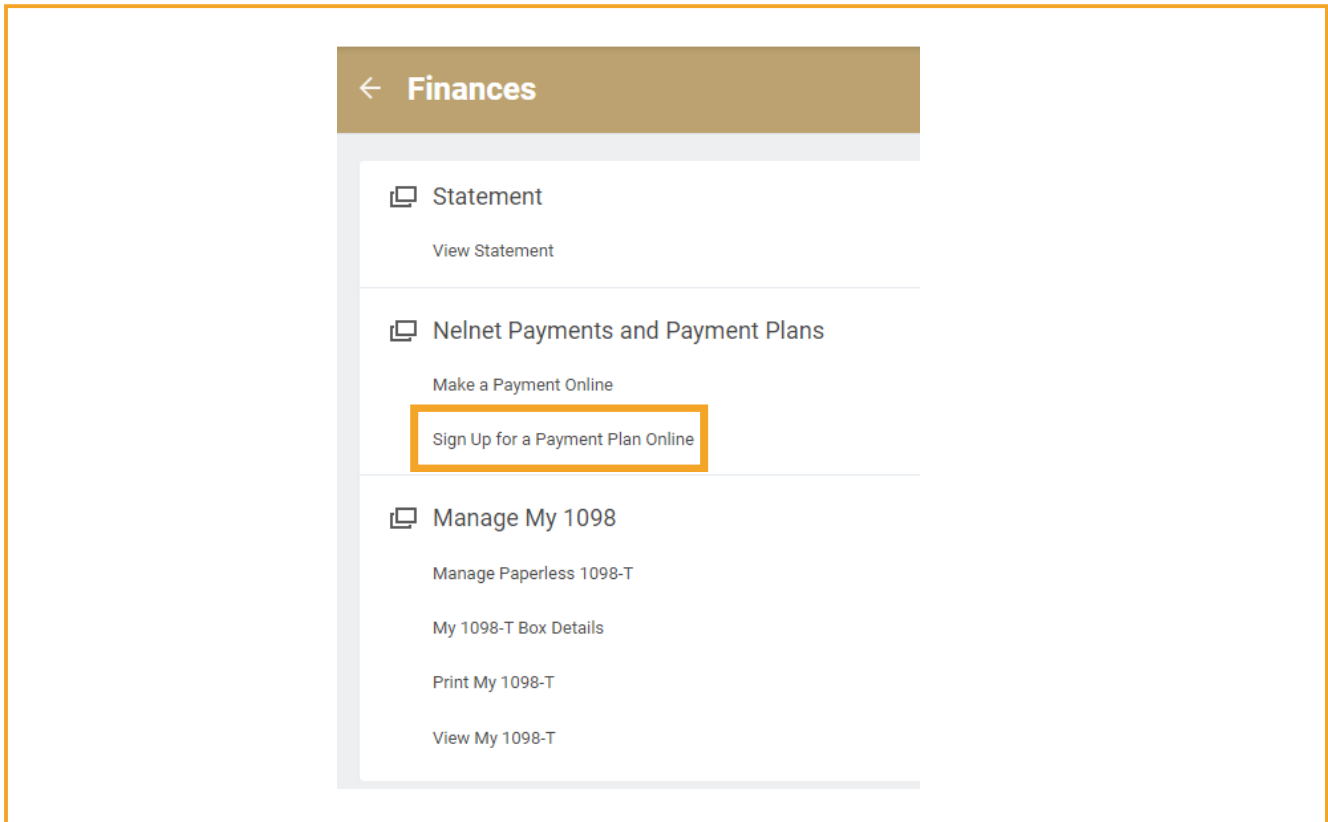
STEP 1

From your Workday homepage, select **View All Apps** and choose **Finances**.



STEP 2

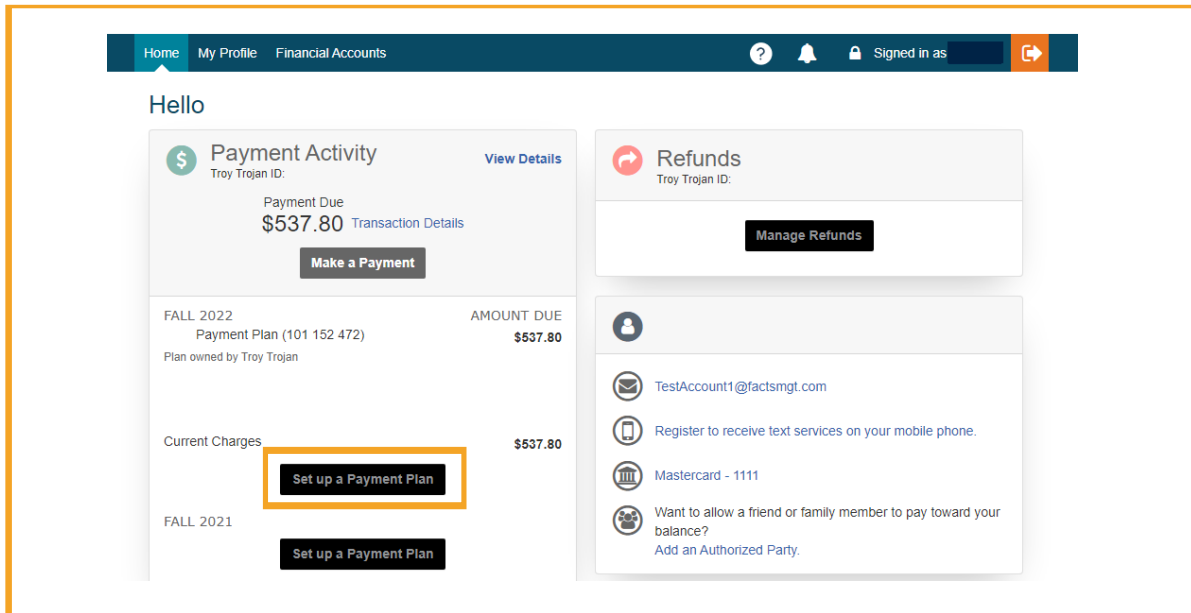
Select **Sign Up for a Payment Plan Online**.



Note: Using your Anderson University credentials, you will be redirected to Nelnet.

STEP 3

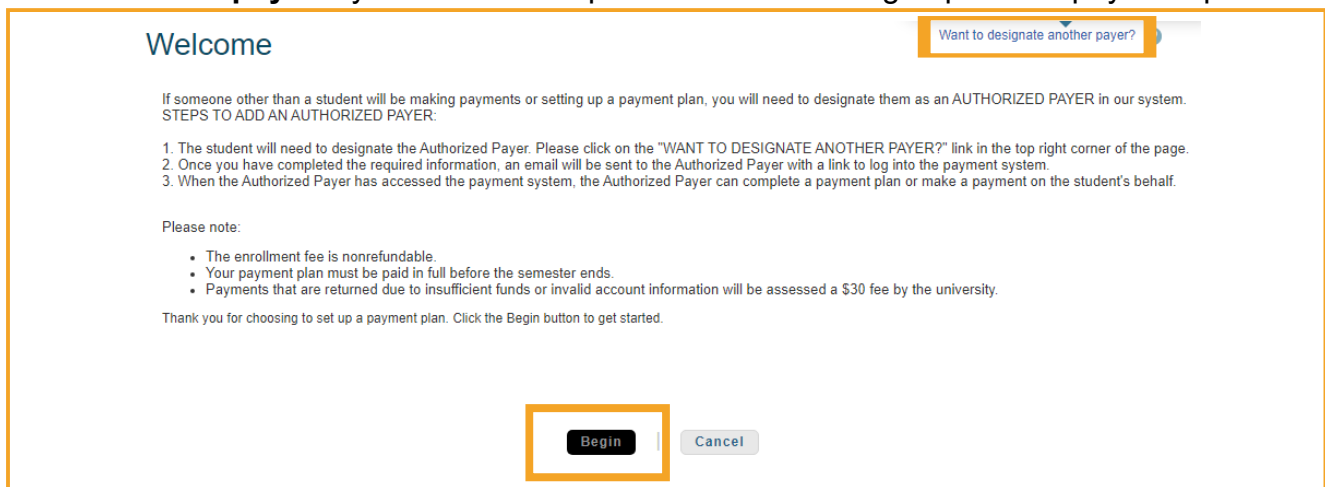
Select **Set up a Payment Plan** for the appropriate semester.



The screenshot shows the Workday Student portal interface. At the top, there is a navigation bar with 'Home', 'My Profile', and 'Financial Accounts'. Below this, the user is greeted with 'Hello'. The main content area is divided into two columns. The left column is titled 'Payment Activity' and shows a 'Payment Due' of \$537.80. Below this, there is a table with two rows: 'FALL 2022' and 'FALL 2021'. The 'FALL 2022' row shows 'Payment Plan (101 152 472)' with an amount due of \$537.80. The 'FALL 2021' row shows 'Current Charges' with an amount due of \$537.80. A 'Set up a Payment Plan' button is highlighted with an orange box in the 'FALL 2022' row. The right column is titled 'Refunds' and has a 'Manage Refunds' button. Below the 'Refunds' section, there is a list of user information and options, including an email address, a link to register for text services, a Mastercard number, and a link to add an authorized party.

STEP 4

Select **Begin** if you are the student and will be making the payments. Follow the instructions for **Authorized payer** if you need to setup someone else to sign up for the payment plan.



The screenshot shows the 'Welcome' page in the Workday Student portal. At the top right, there is a link 'Want to designate another payer?' highlighted with an orange box. Below this, there is a paragraph of text: '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 ADD AN AUTHORIZED PAYER:'. This is followed by a numbered list of three steps. Below the list, there is a 'Please note:' section with three bullet points. At the bottom of the page, there are two buttons: 'Begin' and 'Cancel'. The 'Begin' button is highlighted with an orange box.

STEP 5

Verify that all contact information is correct and select **Next** to continue.

Progress Tracker

● — ○ — ○ — ○ — ○ — ○ — ○

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

Contact Information

Demographics

Please verify that your contact information is correct.

Student ID*	
Name	Troy Trojan 316 Boulevard Anderson, SC 29621 United States (864)231-2070
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

[Edit Details](#)

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 6

To change account balance amount, enter Amount in Total field and select **Next**.

Progress Tracker

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

Amount Due

For assistance with your balance and/or student account information please contact Anderson Central by email at andersoncentral@andersonuniversity.edu or by phone at 864-231-2070, option 1.

Details - Troy Trojan

Description	Total
Student Account Balance	10,000.00
Total	10,000.00

|

STEP 7

Select available Monthly Payment Plan – Select Next

Progress Tracker

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

Payment Plan Options

Amount Due to Anderson University – SC: \$10,000.00

Select a payment schedule Show: All Items Selected

Monthly Payments

Please Note: CUSTOM TEXT MAY BE ADDED HERE

Select	Payment Method	Down Payment (Due Today)	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee (Due Today)
<input checked="" type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit/Debit Card	\$1,500.00	5	July 2022	\$1,700.00	15th	06 Jul 2022	\$45.00

STEP 8

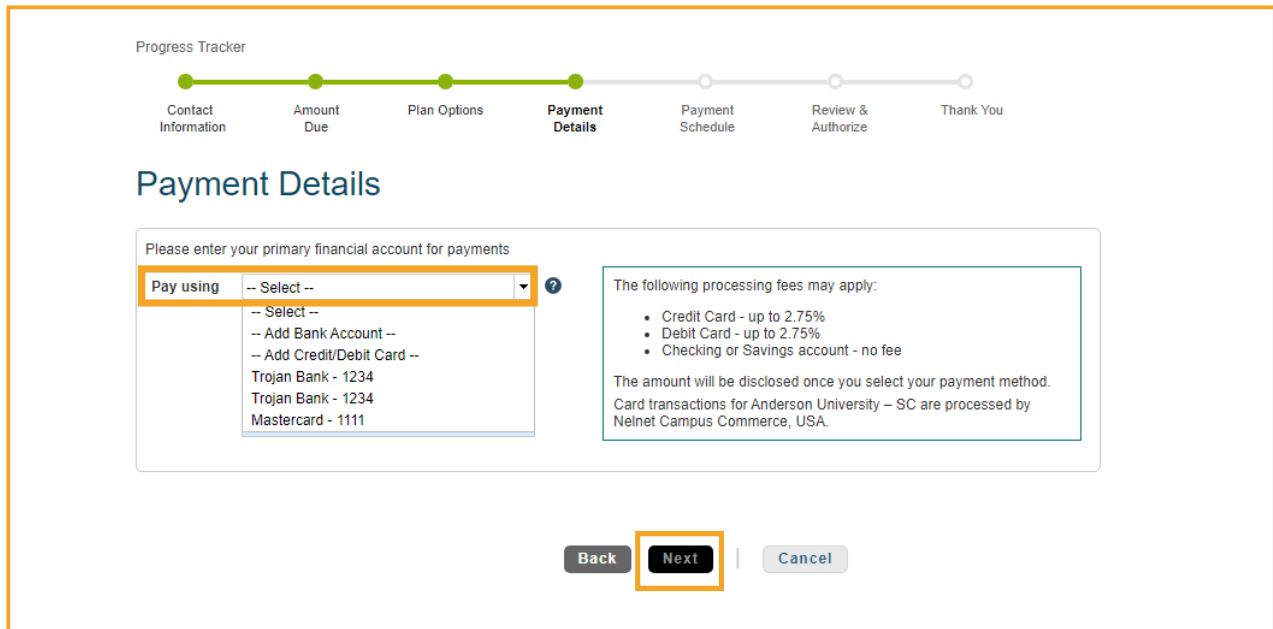
Select OK

Payment Plan Enrollment Fee

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

STEP 9

Select the **Down Arrow** to add or select payment method. For more information on payment Methods, select the **Question Mark** icon. Select **Next**.



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 -- Select -- ?

- Select --
- Add Bank Account --
- Add Credit/Debit Card --
- Trojan Bank - 1234
- Trojan Bank - 1234
- Mastercard - 1111

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 Anderson University – SC are processed by Nelnet Campus Commerce, USA.

Back **Next** Cancel

STEP 10

Confirm **Amount Due** – Select **Next**

Amount Due Today

Pay using Trojan Bank - 1234 [\(Change\)](#)

Card transactions for Anderson University – SC are processed by Nelnet Campus Commerce, USA.

Down Payment to Anderson University – SC View Details	1,500.00
Enrollment Fee	45.00
Amount Due Today	\$1,545.00

Remaining Amount

Total Amount Remaining for Payment Plan	\$8,500.00
--	-------------------

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

STEP 11

Review Future Payment Schedule – Select Next

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 15th of the month.

Payment Date	Description	Amount
Friday, July 15, 2022	Payment	1,700.00
Monday, August 15, 2022	Payment	1,700.00
Thursday, September 15, 2022	Payment	1,700.00
Monday, October 17, 2022	Payment	1,700.00
Tuesday, November 15, 2022	Payment	1,700.00

Card transactions for Anderson University – SC are processed by Nelnet Campus Commerce, USA.

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

STEP 12

Select Terms and Conditions hyperlink.

Progress Tracker

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

Review & Authorize

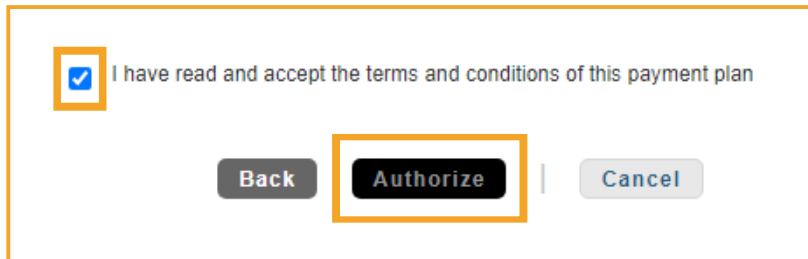
[Nelnet Returned Payment Fee Policy](#)

<p>Amount Due Today</p> <p>\$1,545.00</p> <p>Payment Method Trojan Bank - 1234 (Change)</p>	<p>Remaining Amount</p> <p>\$8,500.00</p> <p>Payment Method Trojan Bank - 1234 (Change)</p>	<p><input type="checkbox"/> I have read and accept the terms and conditions of this payment plan (Plan details and Terms & Conditions are listed below)</p>
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[Back](#) [Authorize](#) | [Cancel](#)

STEP 13

Read Terms and Conditions for payment plan agreement. Check off Terms and Conditions agreement – Select **Authorize**

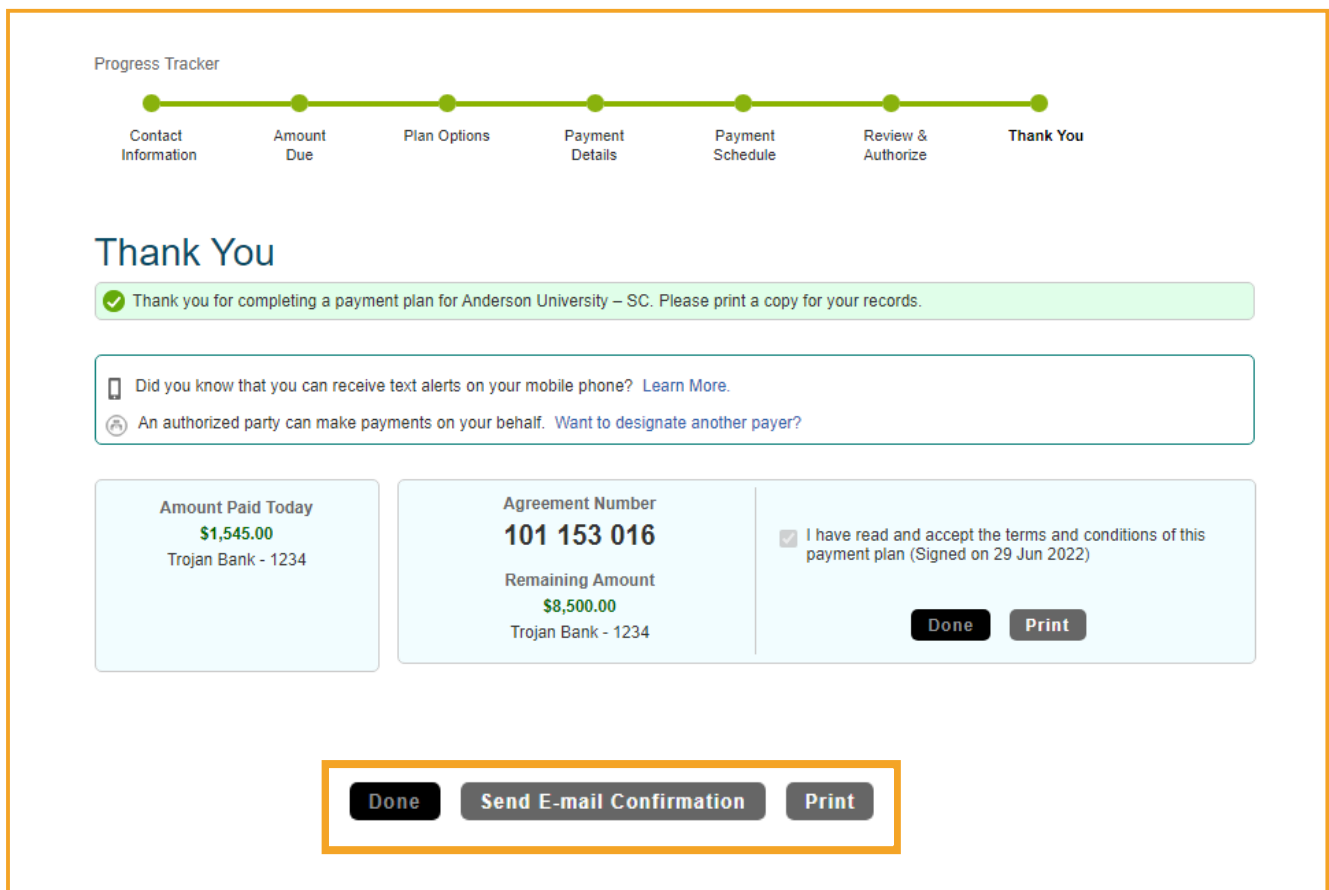


I have read and accept the terms and conditions of this payment plan

Back **Authorize** | **Cancel**

STEP 14

Navigate to the bottom of the page to send an **E-mail Confirmation**, **Print**, or select **Done** to navigate to the Nelnet homepage.



Progress Tracker

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

Thank You

Thank you for completing a payment plan for Anderson University – SC. 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 \$1,545.00 Trojan Bank - 1234	Agreement Number 101 153 016 Remaining Amount \$8,500.00 Trojan Bank - 1234	<input checked="" type="checkbox"/> I have read and accept the terms and conditions of this payment plan (Signed on 29 Jun 2022) Done Print
---	---	--

Done **Send E-mail Confirmation** **Print**