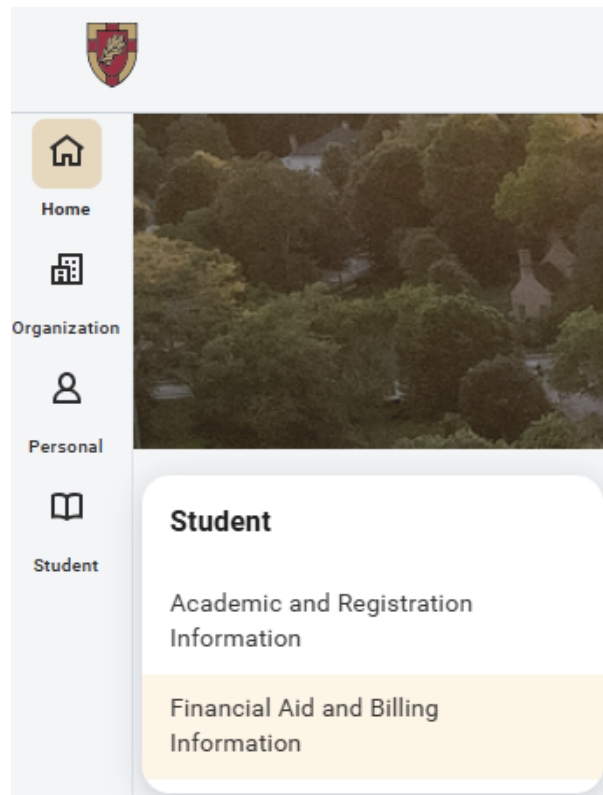


Set up a Payment Plan

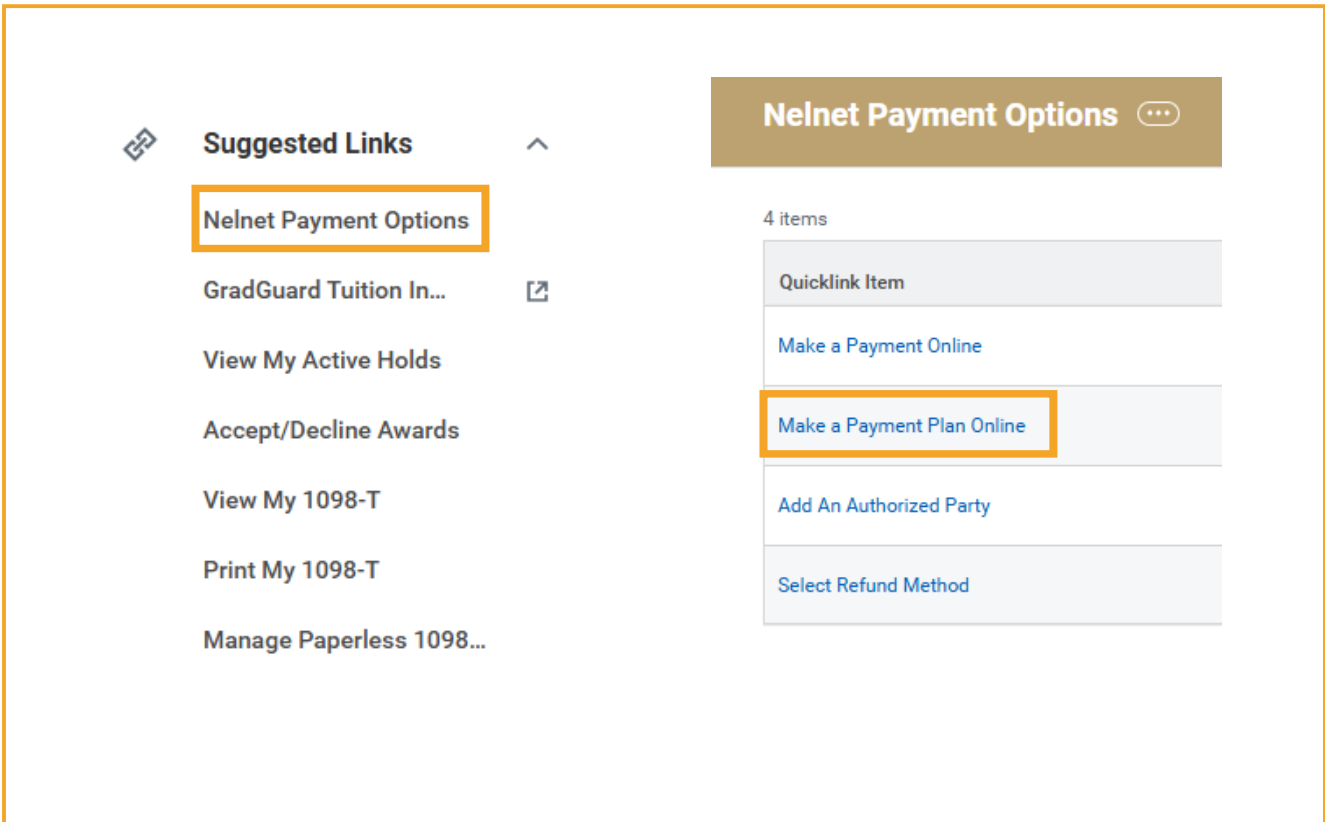
STEP 1

From your Workday homepage, go to **Student** in the left sidebar and select **Financial Aid and Billing Information**.



STEP 2

Select **Nelnet Payment Options**. Next, select **Make a Payment Plan Online**

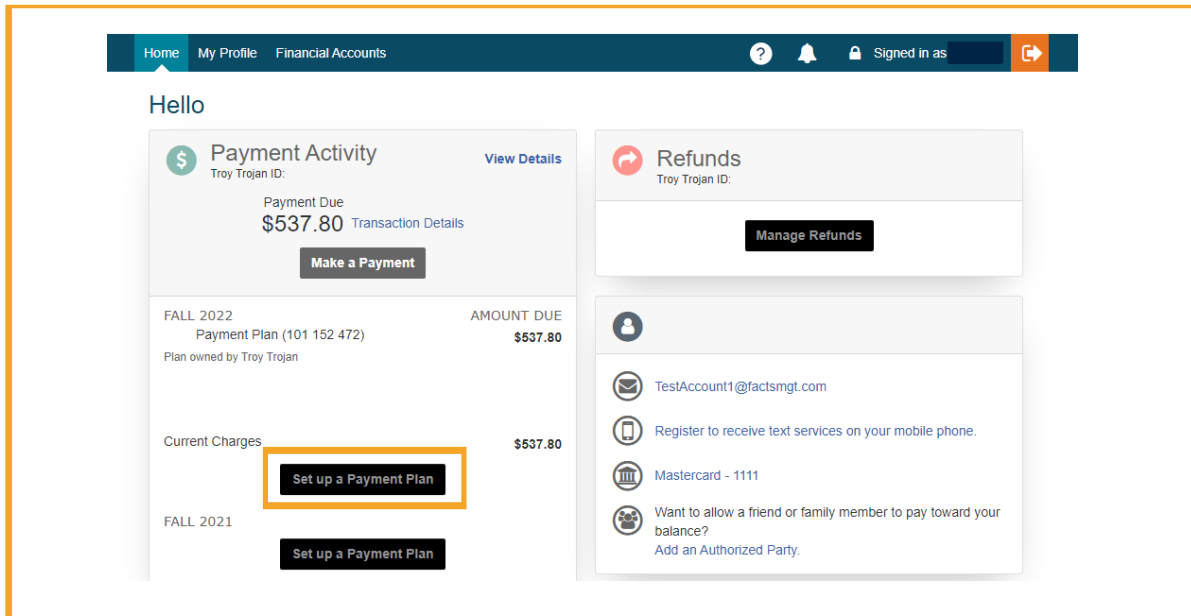


The screenshot displays the Workday Student portal interface. On the left, under the 'Suggested Links' section, the link 'Nelnet Payment Options' is highlighted with an orange box. Below it are links for 'GradGuard Tuition In...', 'View My Active Holds', 'Accept/Decline Awards', 'View My 1098-T', 'Print My 1098-T', and 'Manage Paperless 1098...'. On the right, the 'Nelnet Payment Options' section is expanded, showing a list of 4 items: 'Quicklink Item', 'Make a Payment Online', 'Make a Payment Plan Online' (highlighted with an orange box), 'Add An Authorized Party', and 'Select Refund Method'.

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

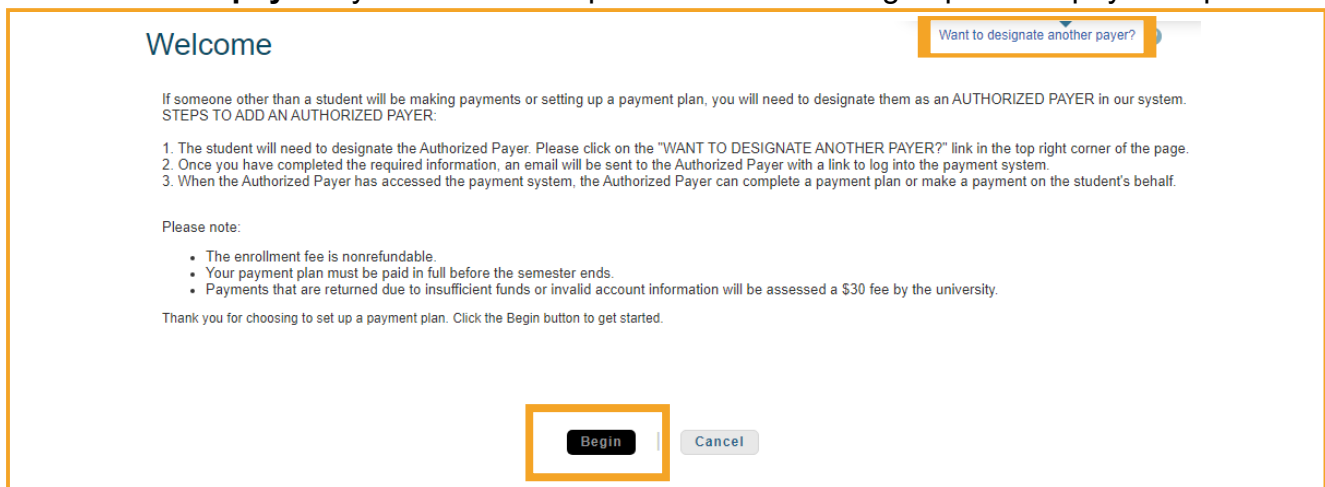
STEP 3

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



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.



STEP 5

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

Progress Tracker

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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

E-mail Addresses

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

TestAccount1@factsmgt.com

[Edit Details](#)

☒ 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

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

Back

Next

Cancel

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)
☒	Automatic Payments from - Bank Account - Credit/Debit Card	\$1,500.00	5	July 2022	\$1,700.00	15th	06 Jul 2022	\$45.00

Back
Next
Cancel

STEP 8

Select **OK**

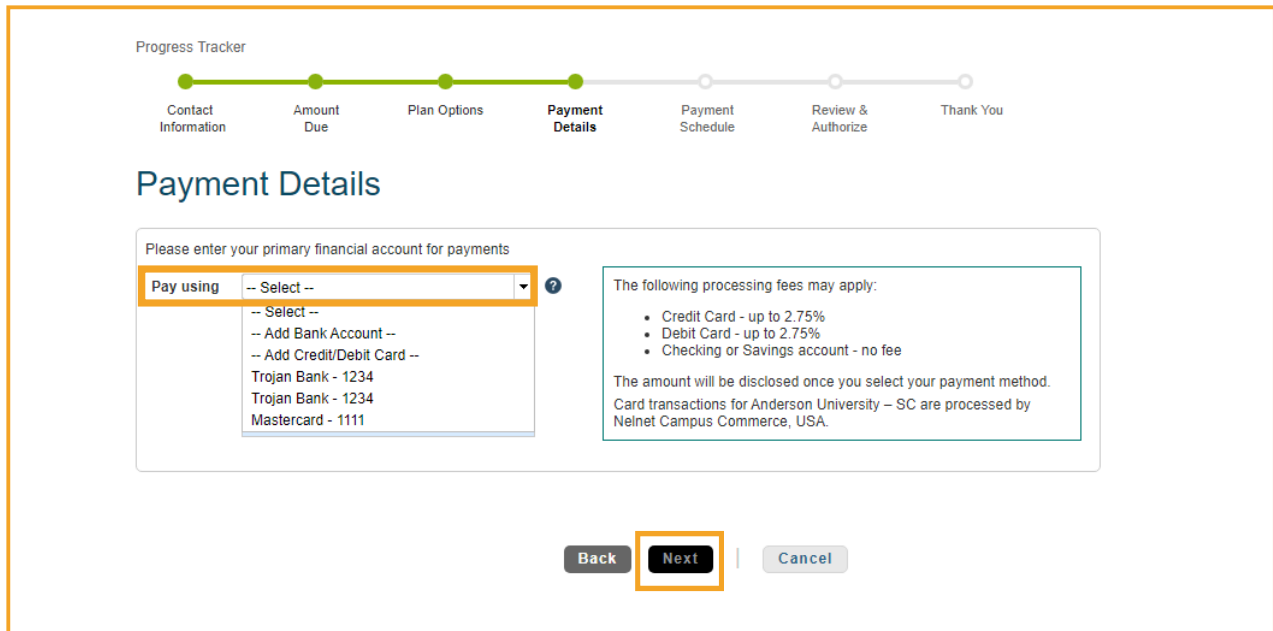
Payment Plan Enrollment Fee

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

OK
Cancel

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

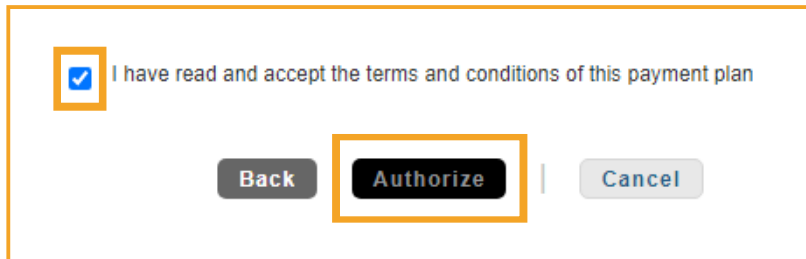
[Nelnet Returned Payment Fee Policy](#)

Amount Due Today \$1,545.00 Payment Method Trojan Bank - 1234 (Change)	Remaining Amount \$8,500.00 Payment Method Trojan Bank - 1234 (Change)	☐ I have read and accept the terms and conditions of this payment plan (Plan details and Terms & Conditions are listed below)
--	--	---

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

STEP 13

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

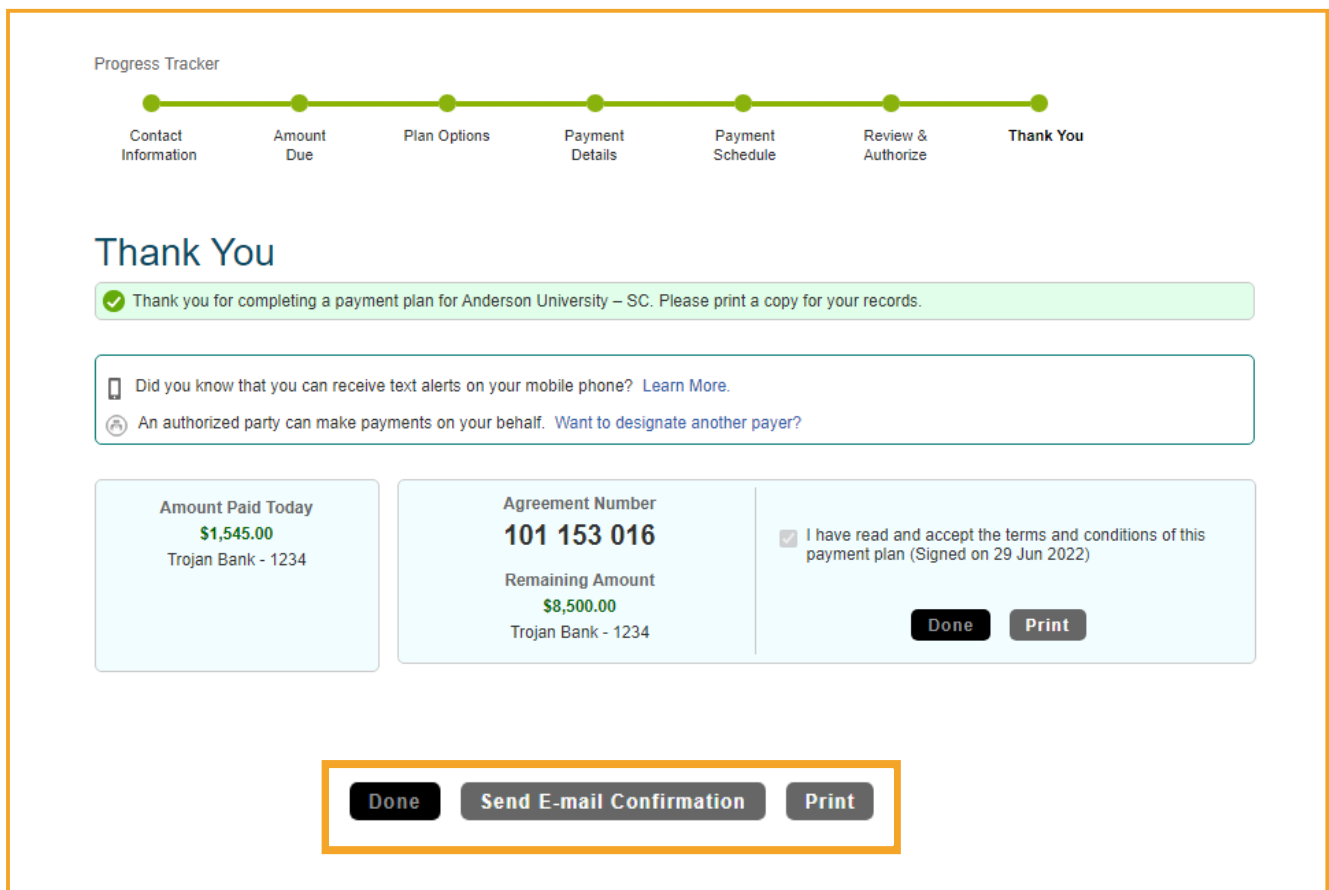


☒ I have read and accept the terms and conditions of this payment plan

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	☒ 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**