**Step 1 Log into your student portal.**

A screenshot of a login screen

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**Step 2 Click on the “Finance” tab on your student homepage.**

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**Step 3 The Student Financials Collections page will load. From here click the “Payment Plan” hyperlink on the lefthand side of the screen.**

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**Step 4 Select the Short-Term Loan plan.**

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**Step 5 Review this page with the Estimated Payment Plan Charges and click, Continue.**

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**Step 6 Read this page in its entirety and if you agree, click “Accept Plan”**

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**Step 7 The installment plan will load under the “My Payment Plans” heading. Click the double arrows.**

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**Step 8 The installment dates and amounts will appear.**

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**Step 9 You are enrolled in a payment plan.**

**Step 10 Now you must make your first installment payment. Click Make a Payment.**

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**Step 11 Type in the payment amount (25% + $25 set up fee), pay by, accept terms & conditions, and click submit**.

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**Step 12 Fill in all the required payment prompts and click, Continue.**

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**Step 13 Click Confirm**

A screenshot of a computer screen

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**Step 14 Once your payment has been accepted, you may return to your Home page**.A screenshot of a computer

Description automatically generated