

# Enrolling Online

- Go to "[mySandburg](#)"
- "Log In"
- Under "Self-Service Menu" "Student Menu"
- select "My Account"
- select "Sign up for the payment plan/Manage plan"
- "click here" to open a window leading to our payments process
- create an account (add address/phone #) "enter"
- create an account (set up 4-Digit PIN and 2 security questions) "enter"
- click "Set up Payment Plan"
- click "Begin"
- Check your Contact Information, you can edit the information, then click "Next".
- An Amount Due page will be displayed and you can click the "View Details" for details of tuition and fees-click "Next".
- The Payment Plan Options page will be displayed, here you will click "Select" for payment options, click "Next".
- The Payment Details page will be displayed, you will select either "Add Bank Account" or "Add Credit Card (credit card includes debit card)".
- Add Account page will be displayed and you will fill out the details for which option you choose and the billing address that appears on your billing statement-click "Save".
- Back to the Payment Details page to verify, this page will also display the "Amount Due Today" and the "Remaining Amount"-click "Next".
- The Payment Schedule page will be displayed, here you will choose what day you want the automatic future scheduled payments to be on – the 5th or the 20th of each month.
- The "Future Payment Schedule" (these are automatic withdrawals from Nelnet company each date/month) will be displayed-click "Next".
- The "Review & Authorize" page will be displayed, here you will check the box stating that you have read and accepted the "terms and conditions" of this payment plan. You will also be able to change any information that you feel needs changed before authorizing payment. After changes are made or you have read the terms and conditions-click "Authorize".
- You will see a confirmation number on the "Thank You" page. You may also print this page for your records.
- You will have to renew the payment plan online each term.
- If you should have questions, please contact the Business Office at 309.341.5210, regular office hours are M-F 8 a.m.-5 p.m. (summer hours are 8 a.m.-4 p.m.)

Nelnet Deferred Payments website does not support Internet Explorer, please use Mozilla Firefox or Google

***\*If at any time during the term you add or drop a class, make extra payments online or in the offices, receive financial aid, receive a scholarship, and/or receive a loan, PLEASE CONTACT THE BUSINESS OFFICE to let them know of your changes. CHANGES ARE NOT AUTOMATICALLY ADJUSTED. If you should drop after the 100% refund period-you are still obligated to pay the remainder of the balance due.***



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