



## Managing your payment plan online

Go to "[MySandburg](#)",

- "Log In"
- Under "Self-Service Menu" select "Student Menu"
- select "My Account"
- select "Sign up for the payment plan/Manage plan"
- click "[Click here](#)" to open a window leading to our payments processor, Nelnet
- next to the "Payment Plan & Billing" is "View Details" click "View Details"
- View by all terms or specific terms
- Nelnet Payment Processing Policies
- View Payment Summary
- There are tabs for"
  - Schedule
    - Upcoming payments, click to see full schedule.
  - Transactions
    - All transactions
    - Past 30 days
    - Past 60 days
    - Past 90 days
    - Date Range
  - Balances
  - Payments Made
    - All transactions
    - Past 30 days
    - Past 60 days
    - Past 90 days
    - Date Range
    - All payments
    - Successful payments
    - Unsuccessful payments
  - Changes
    - All transactions
    - Past 30 days
    - Past 60 days
    - Past 90 days
    - Date Range