



## Enroll in the Payment Plan

Please use Mozilla Firefox or Google Chrome (Nelnet Payment Plan website does not support Internet Explorer)  
Go to "[mySandburg](#)"

- "Log In"
- Click "Self-Service for Students Menu"
- Select "My Account"
- Select "Sign up for the Payment Plan"
- Click here to open a window leading to our payments process or Nelnet
- Create an account
- Create a profile
- Click "Set up Payment Plan"
- Click "Begin"
- A Demographics page will be displayed-check boxes for email reminders and email correspondence-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 choose where you want your payments to be made from-Checking/Savings, Credit Card; and how many payments you would like to pay-click "Next".
- The Payment Details page will be displayed; you will select either "Add Bank Account" or "Add Credit 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 future scheduled payments to be on – the 5<sup>th</sup> or the 20<sup>th</sup> of each month.
- The "Future Payment Schedule" 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.

Enrollment is required each term.

Questions contact the Business Office

Office hours are Monday - Friday 8:00 am to 5:00 pm (summer hours are 8:00 am to 4:00 pm).

If you need to change payment method or credit card number, please contact Nelnet Business Solutions and a customer service representative will help you. They are available Monday - Thursday 7:30 am to 7:00 pm (CST), Friday 7:30 am to 5:00 pm at (800) 609-8056.

### CONTACT US

Business Office

Location: Main Campus E100

Phone: 309.341.5210

Email: [boffice@sandburg.edu](mailto:boffice@sandburg.edu)