To Set up Payment Plan

Login From SSB
• Student Tab
• Student Account Tab
• Payment Plan Link
• Create an Account – please verify your contact information: Address/ Email/ Phone Number
• Click submit at bottom of screen when finished verifying your information.
• Set Pin
• Select ok
• Review Current Balance
• Select setup payment plan
• Select Begin on Welcome Screen
• Review demographics and create security questions
• Select Next
• Verify amount setting up payment plan for and select next
• Select Payment Plan option and then next
• Input payment method (This method will be charged each month for your automatic payments)
• Select Next when finished entering payment info
• Review payment schedule and amounts
• Select Next
• Review and Select authorize payment - Please review terms and conditions for payment

To make payment towards an existing payment plan

• Sign in to payment plan
• Select Make a payment
• Select date you want to make payment towards and type in amount, then select next
• Add new payment method or keep original
• Verify payment amount, read authorization, and select Pay Now
• View receipt for payment
Add an Authorized Party

- Login to payment plan
- Select Add an Authorized party
- Create Authorized party request
- Select Save and send

Authorized party
- Authorized party will receive an email with a link to create an authorized party account
- Authorized user will follow Create Account link in email
- Verify access to student account by answering student’s security question
- Select next
- Select Create a new Nelnet Account
- Create username and password
- Enter Demographic information
- Select Create Account
- Review Student Charges and balance
- Select Make a payment
- Select Payment option and amount
- Select Next-Payment Method
- Add payment Method and verify correct
- Review payment amount and select Pay
- Review Receipt in email

To Sync Payment plan balance with Student Account balance

- Login to payment plan
- Verify balance and adjustment that has been made on student account
- Click action tab
- Select Adjust balance
- Verify payments have adjusted correctly
- Click Apply
- Click Proceed to Home to return to home screen

To Change Payment Due Date

- Setup payment plan and return to home screen
- Click Actions tab
- Click View Details
- Click Change Payment Date for the payment you want to change
- Select your new date and click Change
- Verify your payment date has changed and click Back to Home to return to home screen

**Please note, you can only defer payment date 2 times.**
**The final payment date cannot be changed.**