To set up Payment Plan

Login From SSB
- Student Tab
- Student Account Tab
- Payment Plan Link

Login from my.ship.edu
- Select Student
- Select Paying for College
- Select Payment Plan

You will be redirected to Nelnet’s payment plan landing page.

Create Account
Go To Old Create Account Page

Contact Info
Welcome. Please take a few moments to review and complete your contact information.

Name
Prefix: -- None --
First Name: 

- Create an Account – please verify your contact information: Address/ Email/ Phone Number
  Your information is validated through your ship.edu login
- Click submit at bottom of screen when finished verifying your information.

- Set Pin

Review Items
The following item(s) require your attention before proceeding.

Create A 4-Digit PIN To Continue

The 4-Digit PIN will be used to validate your identity when you make inquiries by telephone. Choose something you will easily remember.

*4-Digit PIN:
1234

OK

- Select ok
• Review Current Balance

NOTE: If someone other than the student is setting up the payment plan, the student must add the person as an authorized user on the account. This will allow the authorized user to login to the payment plan without the student’s ship.edu information.

***PREVIOUS SEMESTER BALANCES MUST BE PAID IN FULL PRIOR TO THE START OF THE NEXT SEMESTER. PAYMENT PLANS MAY ONLY BE UTILIZED FOR UPCOMING SEMESTER BALANCES.

• Select setup payment plan

• Select Begin
- Review demographics and create security questions

- Select Next
- Verify amount setting up payment plan for and select next

**Next screen will give plan options**

- Select Payment Plan option and then next

Option 1 - 20% of balance due on sign up, then 3 equal payments
Option 2 - 35% of balance due on sign up, then 2 equal payments
Option 3 - 50% of balance due on sign up, then 1 payment of remaining balance
• Input payment method
  --This will be the method charged each month for your automatic payments

• Select Next when finished entering payment info
Option 1- 20% of balance due on sign up, then 3 equal payments due August 15, September 15, October 15
Option 2- 35% of balance due on sign up, then 2 equal payments due September 15, October 15
Option 3- 50% of balance due on sign up, then 1 payment of remaining balance due October 15

***PAYMENTS WILL PROCESS AUTOMATICALLY ON THE 15th OF EACH MONTH UNTIL PAYMENT PLAN IS COMPLETE***
- Review and authorize payment - Please review terms and conditions for payment

- Confirmation of payment - Please print for your records.
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

**Please note this is an immediate payment and cannot be canceled.**

- Verify payment amount, read authorization, and select Pay Now
- View receipt for payment

Thank You

Your payment for $400.00 has been authorized and submitted.

A transaction receipt was sent to TestAccount1@factsmgt.com

Proceed to Home