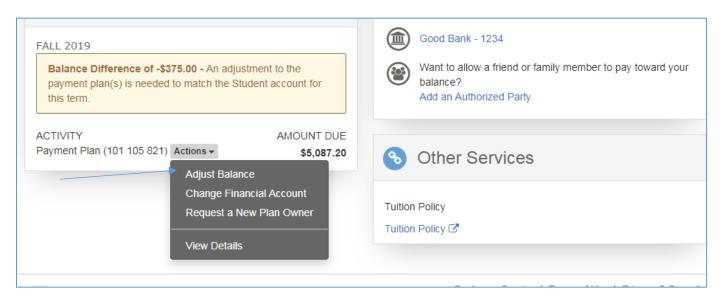
To sync Payment Plan balance with Student Account balance

Follow these instruction if you have added or dropped charges on your Student Account after you have set up a payment plan, or if Financial Aid has been added or adjusted on your Student Account.

- Login to payment plan
- Verify balance and adjustment that has been made on student account

| S Pavment Activity Student & Id Number | View Details | STUDENT NAME |
|--|--------------|---|
| Current Balance \$4,712.20 Transaction Detail | ils 🕑 | TestAccount1@factsmgt.com |
| Make a Payment | | Register to receive text services on your mobile phone. |
| FALL 2019 | | Good Bank - 1234 |
| Balance Difference of -\$375.00 - An adjustmen payment plan(s) is needed to match the Student this term. | | Want to allow a friend or family member to pay toward your balance? Add an Authorized Party. |
| | AMOUNT DUE | |
| Payment Plan (101 105 821) Actions - | \$5,087.20 | Other Services |
| ent that has been | Tuiti | on Policy |
| o student's bill | Tuiti | on Policy 🗷 |

Click action tab



Select Adjust balance

(This will adjust remaining payments to cover the adjustment that have been made on the account.)

| | | Current scheduled payment | |
|---|-------------|---------------------------|--|
| Balance Adju | ustment | | |
| Student Account Balance: -\$375.00 adjustment | | | New scheduled payments due to adjustment on account |
| Payment Schedul | le | | |
| DATE | DESCRIPTION | CURRENT AMOUNT | NEW AMOUNT |
| 15 Aug 2019 | Payment | \$1,695.74 | \$1,570.74 |
| 16 Sep 2019 | Payment | \$1,695.74 | \$1,570.74 |
| 15 Oct 2019 | Payment | \$1,695.72 | \$1,570.72 |
| | | Cancel Apply | |
| | | | |

- Verify payments have adjusted correctly
- Click Apply

| Back to Home | | |
|---|-----------------|---|
| Success! The change was made and saved. | | × |
| | Proceed to Home | |
| | | |

• Click Proceed to Home to return to home screen