

## How to Enroll in a Payment Plan

[Log in to My Salve](#) and click “Student Finance.” From the homepage, click “Set up a Payment Plan” (below the current billing term).

The screenshot shows the 'Payment Activity' section for Tracy Smith (ID: 1179). It displays a current balance of \$4,400.00 and a 'Make a Payment' button. Below this, under the 'SPRING 20XX Current Charges' section, the amount due is \$4,400.00. A green button labeled 'Set up a Payment Plan' is circled in red.

All available payment plans will be listed. If multiple payment start dates are offered (December, January, February, etc.), select from the drop-down list to populate the future payment schedule below.

There will be an option to enroll via ACH (bank account information) or credit/debit card (Visa, MasterCard, Discover). A payment plan may be set up for a partial amount or the full balance. A student can also have more than one payment plan tied to their account.

Please note: There is a \$65 enrollment fee per semester. The payment plan is interest-free. A separate payment plan needs to be created for each semester. If payment is made via credit/debit card, there will be a processing fee in the range of 2-3.5% depending on the card. There is no additional fee for using a checking or savings account.

Once the payment plan has successfully been created (you will receive a confirmation message/email), the student/authorized user can click “View Details” to see the schedule, balance and payment activity. They can also manage their user account. Here is an example:

The screenshot shows the user's dashboard. The top navigation bar includes 'Home', 'My Profile', and 'Financial Accounts'. The user is signed in as Tracy. The main content area is divided into two sections. On the left, the 'Payment Activity' section shows a current balance of \$3,300.00 and a 'Make a Payment' button. Below this, a payment plan for 'SPRING 20XX' is listed with an amount due of \$3,300.00. A red circle highlights the 'Payment Plan (101 042 001)' entry. On the right, the 'Tracy Smith' profile section shows contact information, including an email address, a link to register for text services, a circled phone number 'Test Bank - 4340', and an option to add an authorized party.