## How to Make a One-Time Payment

1. Once you have logged in to the Nelnet site, you will see the "Make a Payment" tile just below the current balance. Click there to begin. (You can also register to receive text messages.)

Hello		
S Payment Pla	n & Billing View Details	Refunds
-\$149.0 Mai	) Transaction Details ke a Payment	Manage Refunds
View Current Statement	Current Statement Due 08 Feb 2021	0
SPRING 2021 Current Charges	AMOUNT DUE \$1,311.00	
FALL 2020 Current Charges	AMOUNT DUE \$1,316.00	Register to receive text services on your mobile phone.
		Want to allow a friend or family member to pay toward your balance? Add an Authorized Party.

2. The amount due will prepopulate, but as you can see below, you can overwrite the amount and enter the amount you would like to pay. Please be sure to enter the payment in a term with a balance due.

Make A Payment	1 Sele Paymen	ct A 2 Payment t Method	3 Receipt
Back to Home			
			Want to designate another payer?
Select Accounts to Pay			
ACCOUNT	TERM	CURRENT BALANCE	PAYMENT AMOUNT
Student Account Balance	Spring 2021	1,311.00	\$ 100.00
Student Account Balance	Spring 2021 Continuing Ed *Students Only*	0.00	\$ Enter Amount
Student Account Balance	Fall 2020	1,316.00	\$ Enter Amount
Student Account Balance	Fall 2020 Continuing Ed *Students Only*	0.00	\$ Enter Amount
Student Account Balance	Summer II 2020	0.00	\$ Enter Amount
Student Account Balance	Summer II 2020 Continuing Ed *Students Only*	0.00	\$ Enter Amount
Student Account Balance	Summer I 2020	0.00	\$ Enter Amount
Student Account Balance	Summer I 2020 Continuing Ed *Students Only*	0.00	\$ Enter Amount
Student Account Balance	Spring 2020	Credit Balance: 2,776.00	\$ Enter Amount
Student Account Balance	Spring 2020	0.00	Enter Amount

3	Scroll to the bottom	of the screen and	l click on "Next	- Payment Method."
J.		or the serven and		r ayment wiethou.

Student Account Balance	Summer II 2020 Continuing Ed *Students Only*	0.00	\$ Enter Amount
Student Account Balance	Summer I 2020	0.00	\$ Enter Amount
Student Account Balance	Summer I 2020 Continuing Ed *Students Only*	0.00	\$ Enter Amount
Student Account Balance	Spring 2020	0.00	\$ Enter Amount
Student Account Balance	Spring 2020 Continuing Ed *Students Only*	0.00	\$ Enter Amount
Student Account Balance	Fall 2019	0.00	\$ Enter Amount
Student Account Balance	Fall 2019 Continuing Ed *Students Only*	0.00	\$ Enter Amount
		PAYME	NT AMOUNT \$100.00
	Cancel Next - Payment Meth	nod	

4. You will have the choice to make a payment via your banking (ACH) information or a debit/credit card.

Make A Payment		Select A Payment	2 Payment Method	3 Receipt
Payment Method Bank Account Credit / Debit Card				
Total Amount Institution Amount	\$100.00			
	Total <b>\$100.00</b>	-		

4a. If you chose to pay via your bank account, you will be asked to provide the following details:

nk Account Details	
All fields are required.	Payment Method Disclosure
Account Holder Name	Payment wethou Disclosure
	The following processing fees apply:
Bank Name	<ul> <li>Credit Card - up to 2.75%</li> <li>Debit Card - up to 2.75%</li> </ul>
Account Type Checking Savings	Checking or Savings Account - no fee
Account Type Checking Savings	Checking or Savings Account - no fee
Account Type Checking Savings Routing Number ?	Checking or Savings Account - no fee

4b. If you chose to pay via a credit card (Visa/MasterCard/Discover), you will be asked to provide the following details (please be sure to take note of the processing fees):

Credit / Debit Card Details All fields are required.		Payment Method Disclosure
Card Number VISA ()		The following processing fees apply: Credit Card - up to 2.75% Debit Card - up to 2.75% Checking or Savings Account - no fee Card transactions for Salve Regina University are processed by
		Nelnet Campus Commerce, USA.
Expiration Date		
Month 🗸 Year 🗸		
Billing Address		
*Country		
United States	~	
Address		
33 Bud Way		
Apt., Suite, Bldg. (optional)		
Add Another Line		
City	*State	
Tiverton	Rhode Island 🗸	
*Zip / Postal Code		
02878		
	Save credit / debit card to Fina	ancial Accounts for future use?
	Cancel	e & Continue

5. You will receive a confirmation message and email when payment has been successfully submitted.