

EMERGENCY LOAN INSTRUCTIONS

Students may enroll in a Payment Plan online through their LeoNet account (step-by-step directions below).

Instructions for the Online Payment Plan

Enroll in all classes and make all changes before enrolling into a Payment Plan.

Log into your **LeoNet** account

>**Self Service**

>>**Campus Finances**

>>>**Enroll in Payment Plan**

- Step 1: Please read the Payment Plan information - select a Payment Plan (mark the circle to the left of the payment plan you are enrolling). Press **NEXT** at the bottom of the page.
- Step 2: Review the payment schedule. Press **NEXT** at the bottom of the page if you agree with the payment schedule.
- Step 3: Read the contract carefully and **print this page for your records**. If you agree with the contract, **select “Yes, I have read the agreement”** at the bottom of the page and press **ENROLL**.
- Step 4: You are now enrolled in a Payment Plan.

Please keep payment schedule and due dates for your records.

YOU WILL NEED TO PAY THE PROCESSING FEE (\$15.00) BEFORE YOU WILL BE ABLE TO PICK-UP RENTAL BOOKS.

To make an online payment, do the following:

View My Account

Make A Payment

DO NOT HIT THE “BACK” BUTTON WHILE “PROCESSING” OR AFTER TRANSACTION

- Follow the instructions to input the Credit Card information. Enter the information **EXACTLY** as it appears on your credit card.
- Ensure the Credit Card Billing information is the same as your credit card billing address. You must enter a telephone number where we can contact you.
- Click **NEXT**
- Enter the amount of the processing fee and installment in the “payment amount” box.
- Check the information for accuracy, then click **SUBMIT**. **DO NOT CLICK MORE THAN ONCE.**
- Review the Confirmation Page to ensure the payment has been accepted. Print the last page; this is your receipt for future verification.
- Click **SIGN OUT**

For additional information contact: studentaccounts@selu.edu