

Description: Nelnet is a third-party tuition management system Brandeis uses to collect tuition and other payments. Students can access Nelnet from their Workday accounts. This job aid describes how to make online payments for past due amounts, current charges, and scheduled payments in Nelnet.

Applies to: Matriculated students

Notes: Technical and how-to questions regarding Nelnet should be directed to Nelnet's customer service department (800-609-8056).

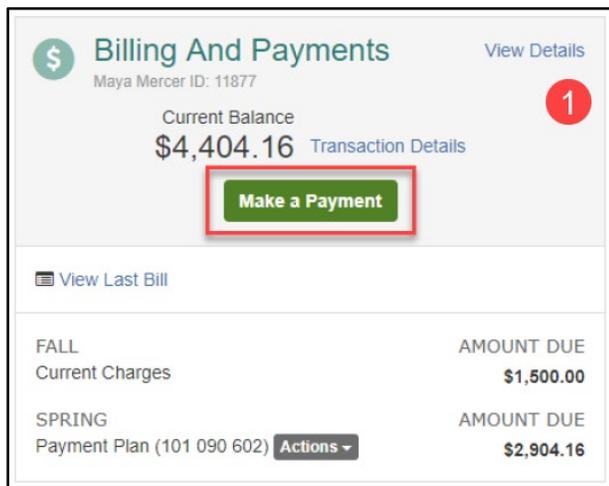
Any questions about Brandeis financials and balances should be directed to Student Financial Services, 781-736-3700 or sfs@brandeis.edu

Students will log into Nelnet through Workday with their Brandeis username and password. You will be required to set up an account the first time you log into Nelnet.

Instructions: Fields not specified in this document are to be skipped or left blank.

ACCESS PAYMENT SCREEN

1. Log into the portal with your username and password (students should log in through Workday; Authorized Payers (APs) should log in through the AP site). Click the **Make A Payment** button from the home page.



Billing And Payments [View Details](#)
Maya Mercer ID: 11877

Current Balance
\$4,404.16 [Transaction Details](#)

Make a Payment

[View Last Bill](#)

FALL	AMOUNT DUE
Current Charges	\$1,500.00
SPRING	AMOUNT DUE
Payment Plan (101 090 602) Actions	\$2,904.16

SELECT A PAYMENT

1. Select what you would like to pay, current charges or payment plan. The payment plan option will only be available if the payer has an active payment plan.
2. Type in the amount you are paying in the **Payment Amount** column for the appropriate payment(s).
3. If paying on a payment plan, options to pay next scheduled, full plan balance, or other amount are displayed.

4. Click **Next – Payment Methods**.

Make A Payment
Shari Collins ID: 1119

1 Select A Payment 2 Payment Method 3 Receipt

What would you like to pay? Want to designate another payer?

Current Charges 1
 Payment Plan

Current Charges Screen

Select Accounts to Pay

ACCOUNT	CURRENT BALANCE	PAYMENT AMOUNT
Housing Fall 20XX 2	1000.00	\$ 500.00

PAYMENT AMOUNT \$500.00

Cancel **Next - Payment Method** 4

Make A Payment
Shari Collins ID: 1119

1 Select A Payment 2 Payment Method 3 Receipt

What would you like to pay? Want to designate another payer?

Current Charges
 Payment Plan 1

Payment plan screen

Select a Term to Pay

Fall 20XX - \$750.00

Automatic payment
Payments Due Within 30 Days

20 Nov 20XX - Payment - \$750.00 2

Other Payment Options

Full Term Balance of \$750.00
 Other Amount

PAYMENT AMOUNT \$750.00

Cancel **Next - Payment Method** 4

5. If payments are currently being processed, a message link will display at the top of the screen, which will provide information about those payments. The link should be an alert to avoid posting duplicate payments or to see why a payment is not showing up in the payment schedule.

i View Payments in Process 5

SELECT PAYMENT METHOD

1. If you are logged into the portal, chose from a stored account or enter a new account (new accounts can be entered for a one-time use or saved to the student record).
2. The **Total Amount** is the amount being paid that day.
3. Click **Pay (\$Amount) Now**. This includes acceptance of the terms listed. Once that button has been clicked, the payment has been submitted and cannot be changed or stopped.

Make A Payment
Maya Mercer ID: 11877

1 Select A Payment 2 Payment Method 3 Receipt

Payment Method

VISA ending in 1111 **1**
or Add a New Account

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to X.XX%
- Debit Card - up to X.XX%
- Checking or Savings Account - no fee

Card transactions for Nelnet Community College are processed by Nelnet Campus Commerce, USA.

Total Amount

Institution Amount	\$580.84
Service Fee	\$15.97
Total	\$596.81 2

A transaction receipt will be sent to: mmercer@nelnetcc.edu. Add

Authorization

This payment will affect the payment schedule only if it is successful. If this payment returns before the next scheduled payment date, we will attempt the scheduled payment on the scheduled date. If this payment returns after the next scheduled payment date, we will attempt the scheduled payment IMMEDIATELY after receiving the return.

By clicking the Pay Now button, you authorize Nelnet to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

Cancel **Pay \$596.81 Now** **3**

4. The student will receive a payment confirmation at the email address listed in the portal. Students can elect to have the same notice sent to two additional email addresses.
5. You can print the confirmation page for your records by selecting **Print** in the top right-hand corner. The confirmation can also be viewed in the student's **Notification Center** if you do not print it.
6. Click **Proceed to Home** to leave the payment screen.



Thank You

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Print

Your payment for \$596.81 has been authorized and submitted.

A transaction receipt was sent to mmercerc@nelnetcc.edu

[Proceed to Home](#)

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Summary

Institution	Nelnet Community College
Customer	Maya Mercer
Student ID	11877
Payment Date	08 Nov
Account Holder Name	Maya Mercer
Account	Visa - 1111
Institution Payment Amount	\$580.84
Service Fee	\$15.97
Total Payment	\$596.81

This is an immediate one-time payment and cannot be canceled. If you have any questions, contact Nelnet at (800)609-6056.

Authorization

This payment will affect the payment schedule only if it is successful. If this payment returns before the next scheduled payment date, we will attempt the scheduled payment on the scheduled date. If this payment returns after the next scheduled payment date, we will attempt the scheduled payment IMMEDIATELY after receiving the return.

By clicking the Pay Now button, you authorize Nelnet to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.