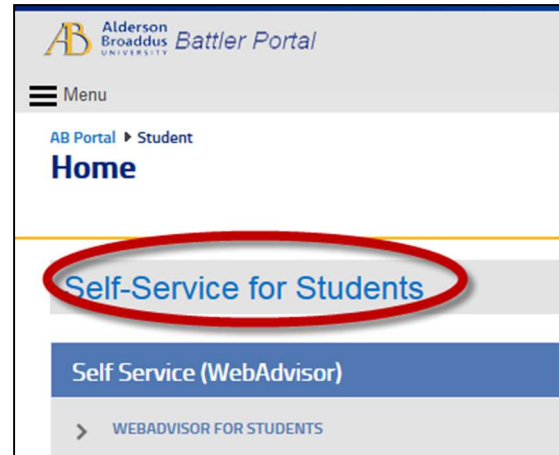


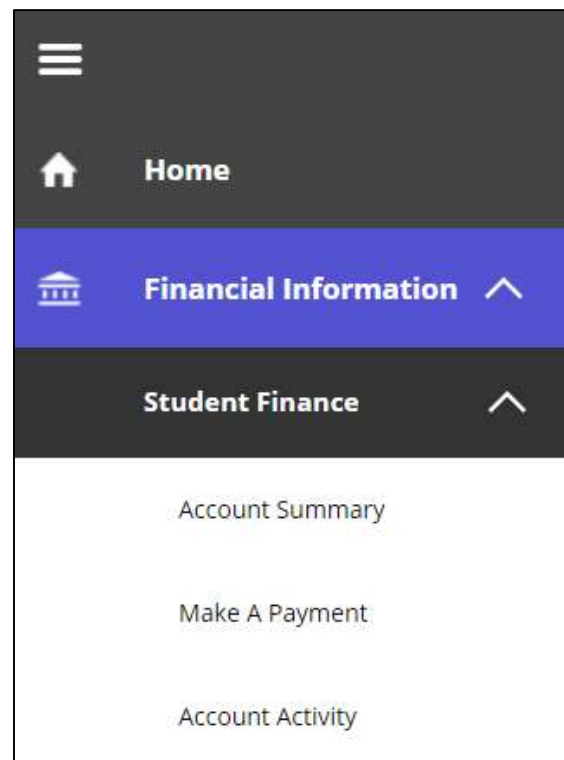
AB Alderson Broaddus University

Online Payment / Payment Plan Guide

Students can access Nelnet from Self-Service by clicking on the **Self-Service for Students** link in the Battler Portal.



From the menu on the left side of the Self-Service home page; select **Financial Information**, **Student Finance**, and **Make A Payment**. From the new window, click **Proceed to Processor** to be redirected to Nelnet.



Students will initially be asked to fill in their account information and create a 4-digit pin. After the first setup, students will be automatically signed in to Nelnet.

Students may allow someone else to make payments on their behalf by adding them as an **Authorized Party**.



Want to allow a friend or family member to pay toward your balance?

[Add an Authorized Party.](#)

On the Nelnet home page, the balance for the current semester is displayed.

Select either **Make a Payment** for one-time payments or **Set up a Payment Plan** to enroll in a monthly payment plan, and follow the instructions on screen to complete.

You have the option to change the amount of your payment or payment plan. This allows you to adjust your plan for any **additional financial aid**, if you will be applying **Work-Study paychecks** to your bill, or if you want to include a balance owed for a **previous semester**.

The screenshot shows the 'Payment Activity' section of a Nelnet account. At the top, there is a dollar sign icon and the title 'Payment Activity' with a 'View Details' link. Below this, the 'Current Balance' is listed as '\$2,193.00' with a 'Transaction Details' link. A 'Make a Payment' button is visible. Below a horizontal line, the semester 'SPRING 2021' is shown with 'Current Charges' of '\$2,193.00' under the heading 'AMOUNT DUE'. A 'Set up a Payment Plan' button is located at the bottom of this section.

Monthly payment plans have a \$25 enrollment fee, and can keep your account from being placed on Financial Hold or receiving a late fee. One-time payments can be made at any time for no additional fee.

Payments can be made by **Credit Card, Debit Card, or Electronic Transfer** from a checking or savings account.

The screenshot shows the 'Bank Account' setup form. It includes a note that 'Required fields are marked with an *' and a instruction to 'Please enter your name exactly as it appears on your Bank Account.' The form contains five input fields: 'Account Holder Name*', 'Bank Name*', 'Account Type*' (a dropdown menu currently showing '-- Select --'), 'Routing Number*', and 'Account Number*'. There are question mark icons to the right of the 'Routing Number' and 'Account Number' fields.

If you have any questions or wish to make a change to your payment plan, please contact the **Student Accounts Manager** in the **Business Office**.