

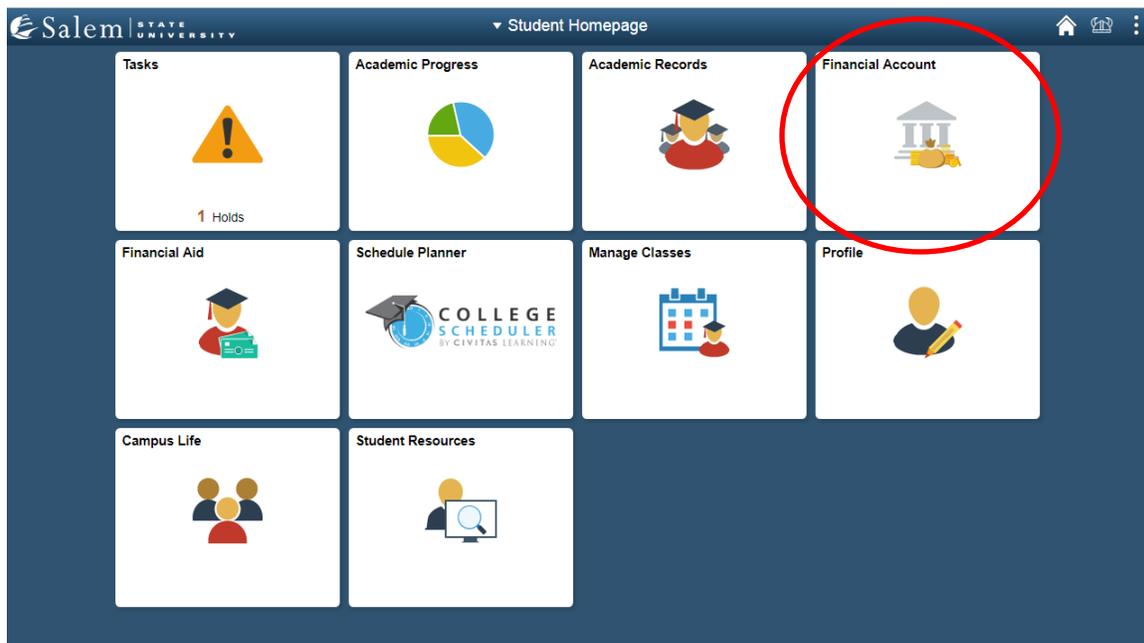
# Student Navigation Center

## How to: Make a Payment on My Payment Plan

1. Log into Navigator.

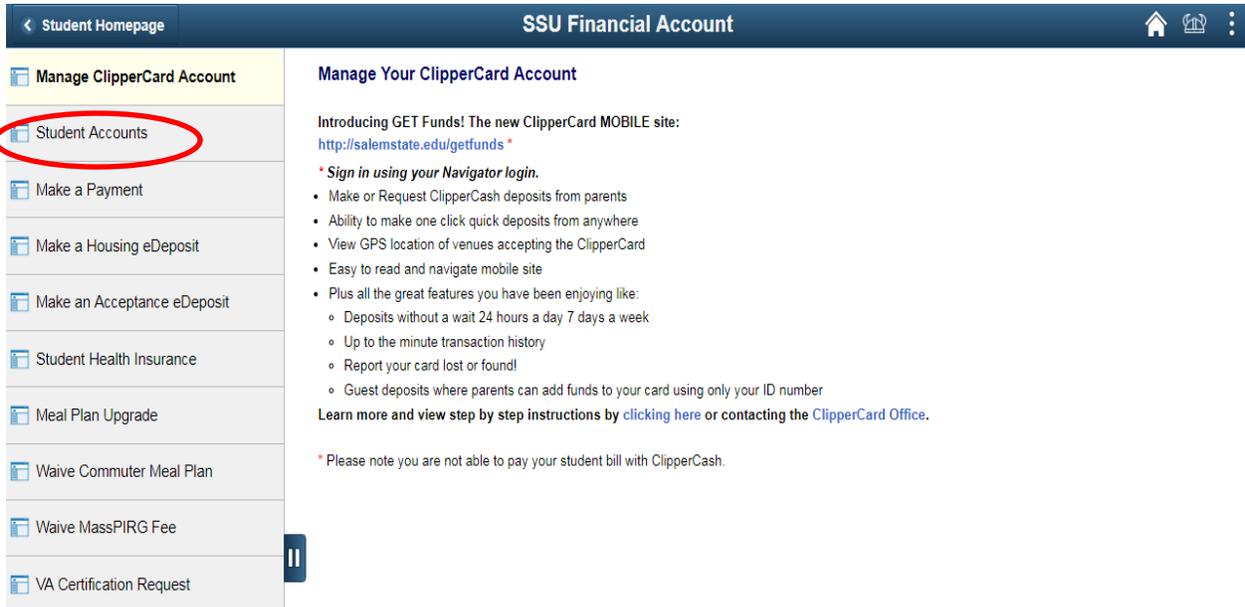


2. Once at the Student Homepage, click on "Financial Account".



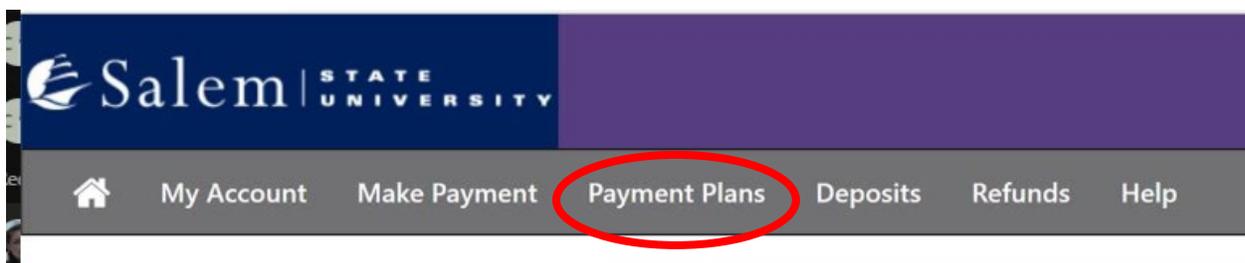
3. On the menu bar, click on “Student Accounts”. Then follow the “Click Here” link to access TouchNet.

**Note:** Please make sure that pop-up windows are enabled.

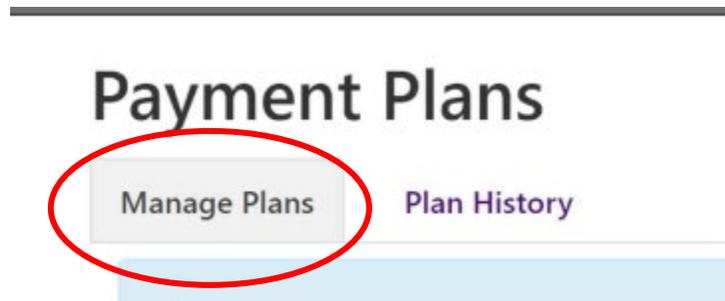


4. Complete required Multi-Factor Authentication (MFA) steps. If this is your first time logging in, you will need to choose a Multi-Factor Authentication option to receive codes to login. Click [here](#) for a how-to guide on setting up and using the MFA.

5. In the menu-bar at the top of the page, click on "Payment Plans".



6. The page will default to the "Manage Plans" tab located under the heading "Payment Plans". Here, you be able to make individual payments or schedule payments.



7. To pay or schedule a payment, click on the gear button. To make a payment that is less than the amount showing, on the next screen, you will have the chance to change the amount. If scheduling a payment, please make sure that you have already set up your payment profile from My Profile.

Past Due: Fall 2019 6 Month

Plan name	Past Due: Fall 2019 6 Month	Setup fee	\$40.00
Enrolled by	[REDACTED]	Payoff amount	\$5,000.00
Enrollment date	3/12/21		
Term	Fall 2019		

View Agreement Pay off Plan

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Past Due: Fall 2019 6 Month -- Installment 1 of 5	4/12/21	Unpaid				\$360.00	
Past Due: Fall 2019 6 Month -- Installment 2 of 5	5/12/21	Unpaid					
Past Due: Fall 2019 6 Month -- Installment 3 of 5	6/12/21	Unpaid				\$1,160.00	

The gear icon in the first row of the table is circled in red, and a dropdown menu is open showing 'Pay' and 'Schedule' options.

**NOTE:** Via credit/ debit card: We accept all major credit cards. A 3% non-refundable service fee (\$3 minimum fee) will be assessed by our credit/ debit card processor for credit/ debit card payments.