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## **Student Navigation Center**

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

1. Log into Navigator.

& Salem State	<b>▼</b> Gι	uest		8
Sign In	Create Account	Account Help	Class Search	
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## 2. Once at the Student Homepage, click on "Financial Account".



 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.

<ul> <li>Student Homepage</li> </ul>	< student Homepage SSU Financial Account			
Manage ClipperCard Account	Manage Your ClipperCard Account			
Student Accounts	Introducing GET Funds! The new ClipperCard MOBILE site: http://salemstate.edu/getfunds *			
T Make a Payment	* Sign in using your Navigator login.  Make or Request ClipperCash deposits from parents			
📄 Make a Housing eDeposit	Ability to make one click quick deposits from anywhere     View GPS location of venues accepting the ClipperCard     Easy to read and navinate mobile site			
📄 Make an Acceptance eDeposit	Plus all the great features you have been enjoying like:     Opposits without a wait 24 hours a day 7 days a week			
E Student Health Insurance	Up to the minute transaction history     Report your card lost or found!			
📄 Meal Plan Upgrade	<ul> <li>Guest deposits where parents can add funds to your card using only your ID number</li> <li>Learn more and view step by step instructions by clicking here or contacting the ClipperCard Office.</li> </ul>			
📄 Waive Commuter Meal Plan	* Please note you are not able to pay your student bill with ClipperCash.			
🔚 Waive MassPIRG Fee				
TVA Certification Request				

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 <u>here</u> 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.

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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.