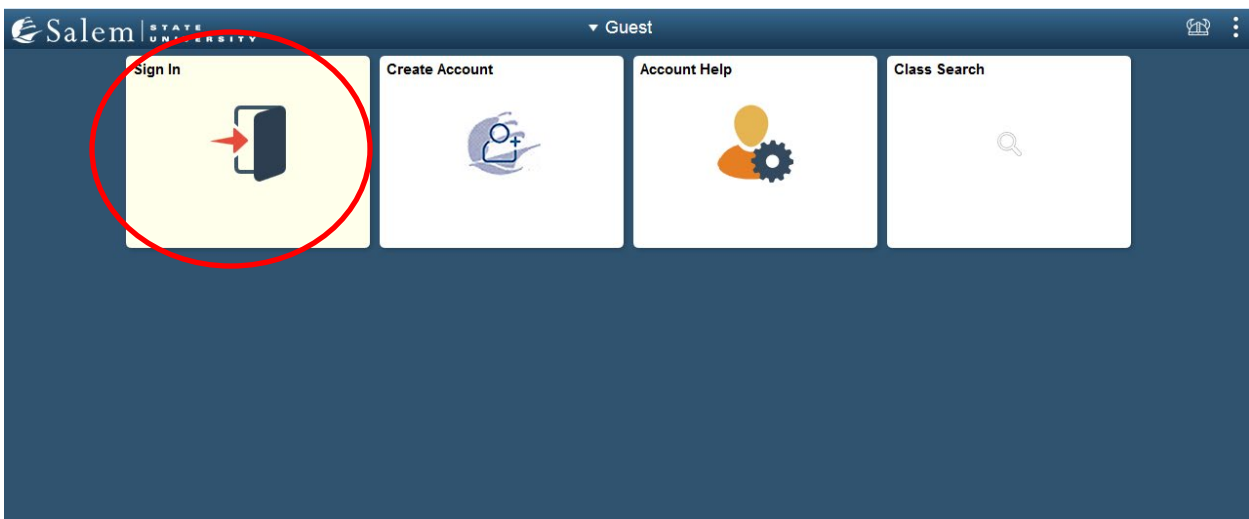


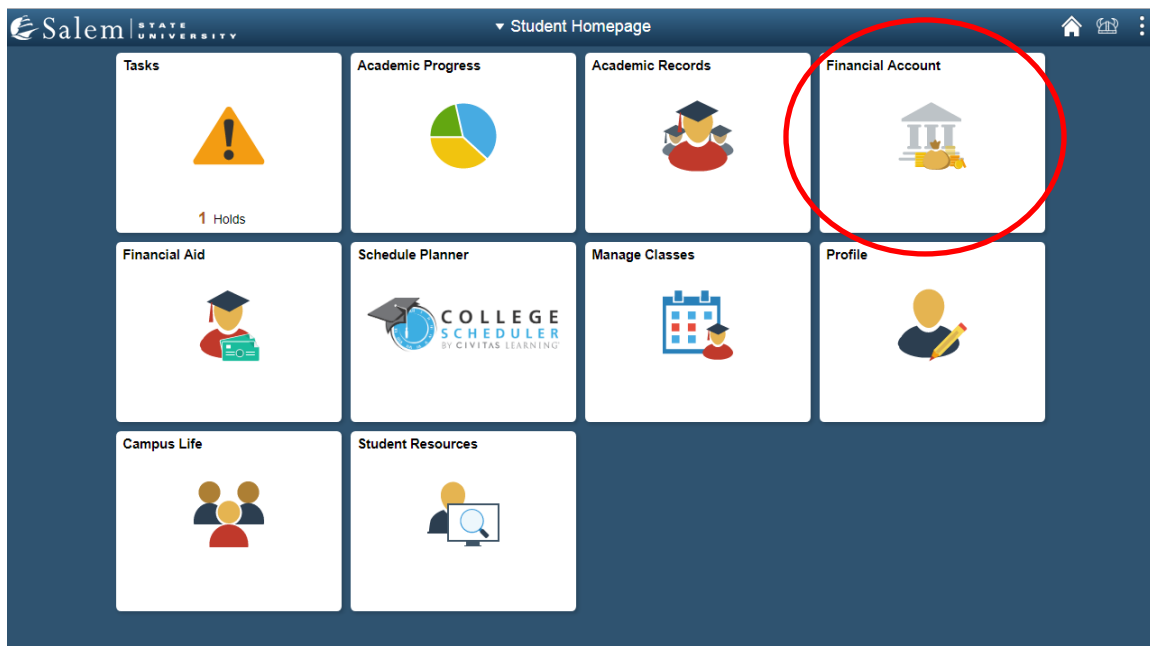
Student Navigation Center

How to: Make a Payment on My Payment Plan

1. Log into Navigator.

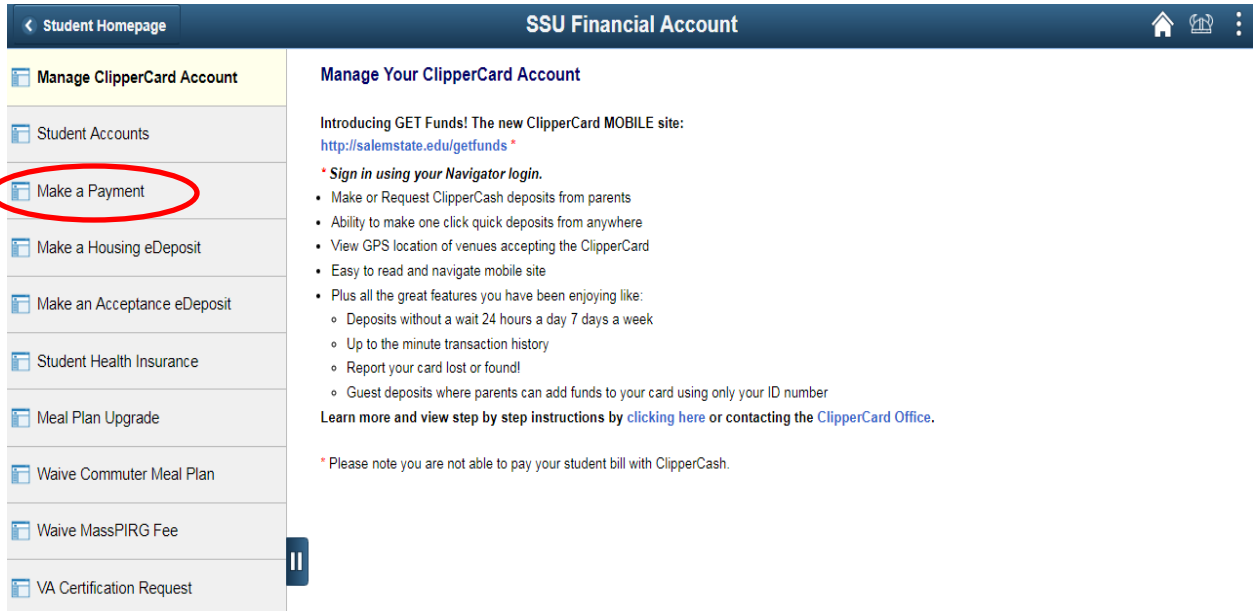


2. Once at the Student Homepage, click on "Financial Account".



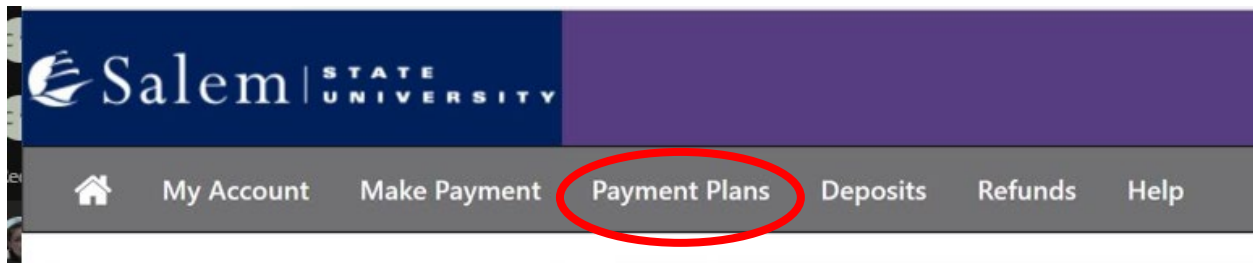
3. On the menu bar, click on "Make a Payment". Then follow the "Click Here" link to access TouchNet.

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



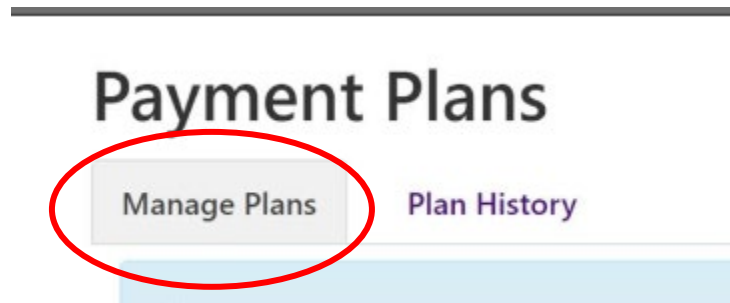
The screenshot shows the 'SSU Financial Account' page. On the left is a vertical menu with the following items: 'Manage ClipperCard Account', 'Student Accounts', 'Make a Payment' (circled in red), 'Make a Housing eDeposit', 'Make an Acceptance eDeposit', 'Student Health Insurance', 'Meal Plan Upgrade', 'Waive Commuter Meal Plan', 'Waive MassPIRG Fee', and 'VA Certification Request'. The main content area is titled 'Manage Your ClipperCard Account' and contains the following text: 'Introducing GET Funds! The new ClipperCard MOBILE site: <http://salemstate.edu/getfunds> *', '* Sign in using your Navigator login.', a bulleted list of features (Make or Request ClipperCash deposits from parents, Ability to make one click quick deposits from anywhere, View GPS location of venues accepting the ClipperCard, Easy to read and navigate mobile site), and a section 'Plus all the great features you have been enjoying like:' with sub-bullets: 'Deposits without a wait 24 hours a day 7 days a week', 'Up to the minute transaction history', 'Report your card lost or found!', and 'Guest deposits where parents can add funds to your card using only your ID number'. Below this is a link: 'Learn more and view step by step instructions by [clicking here](#) or contacting the ClipperCard Office.' and a note: '* Please note you are not able to pay your student bill with ClipperCash.'

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



The screenshot shows the top navigation bar of the Salem State University website. The bar is dark blue and purple. On the left is the Salem State University logo. To the right of the logo are the following navigation items: 'My Account', 'Make Payment', 'Payment Plans' (circled in red), 'Deposits', 'Refunds', and 'Help'.

5. 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.





6. 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	

NOTE: Via credit/ debit card: We accept all major credit cards. A 2.85% non-refundable service fee (\$3 minimum fee) will be assessed by our credit/ debit card processor for credit/ debit card payments.