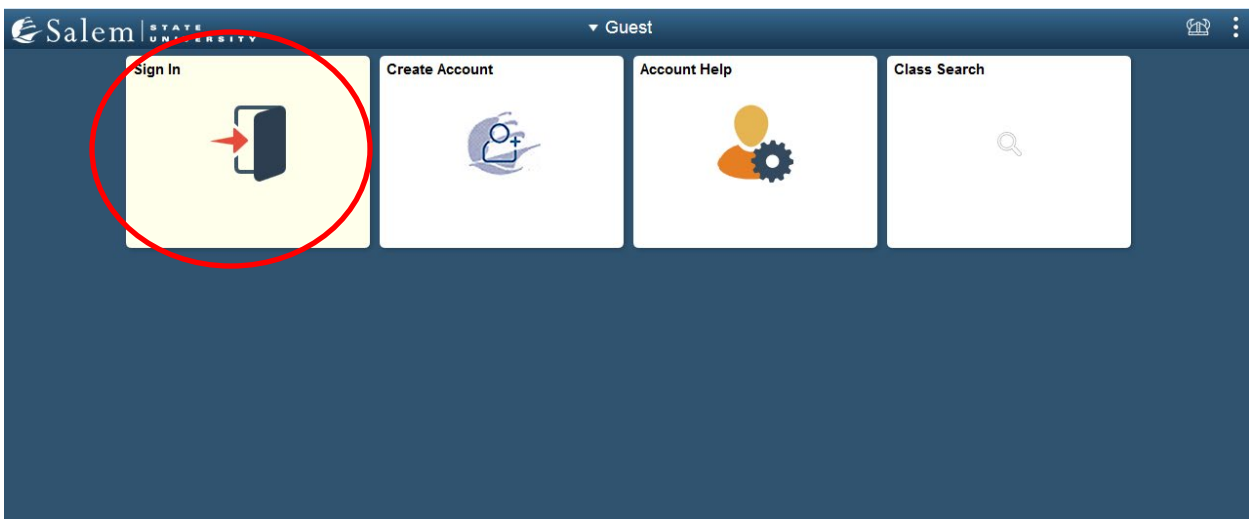


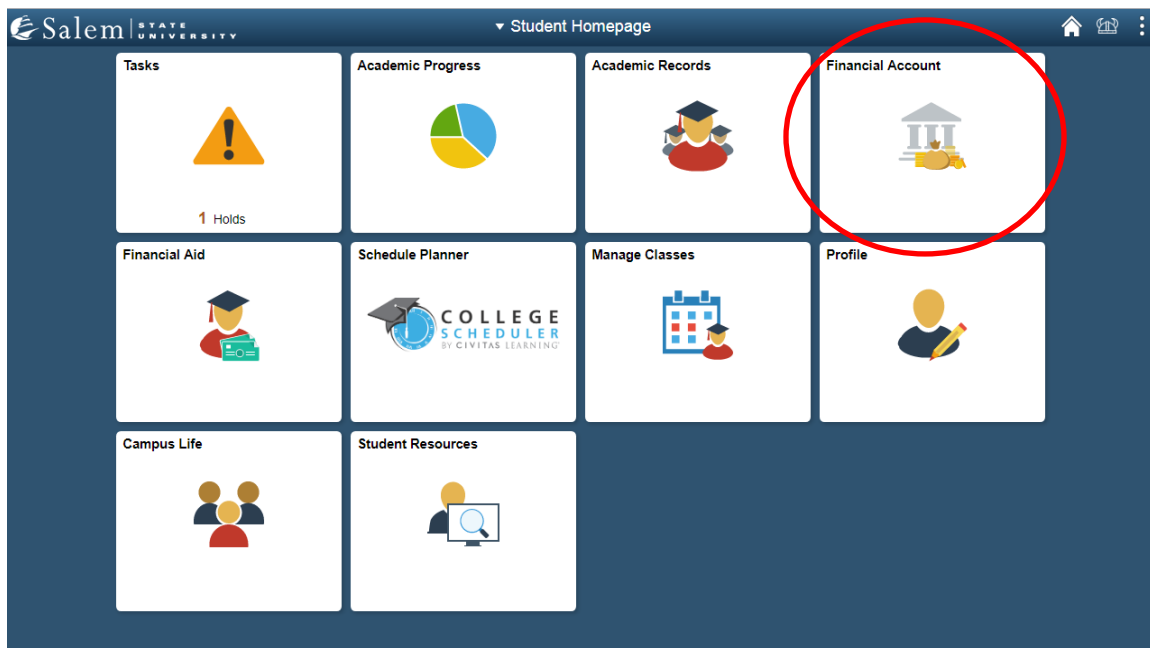
Student Navigation Center

How to: Make a Payment on My Payment Plan

1. Log into Navigator.

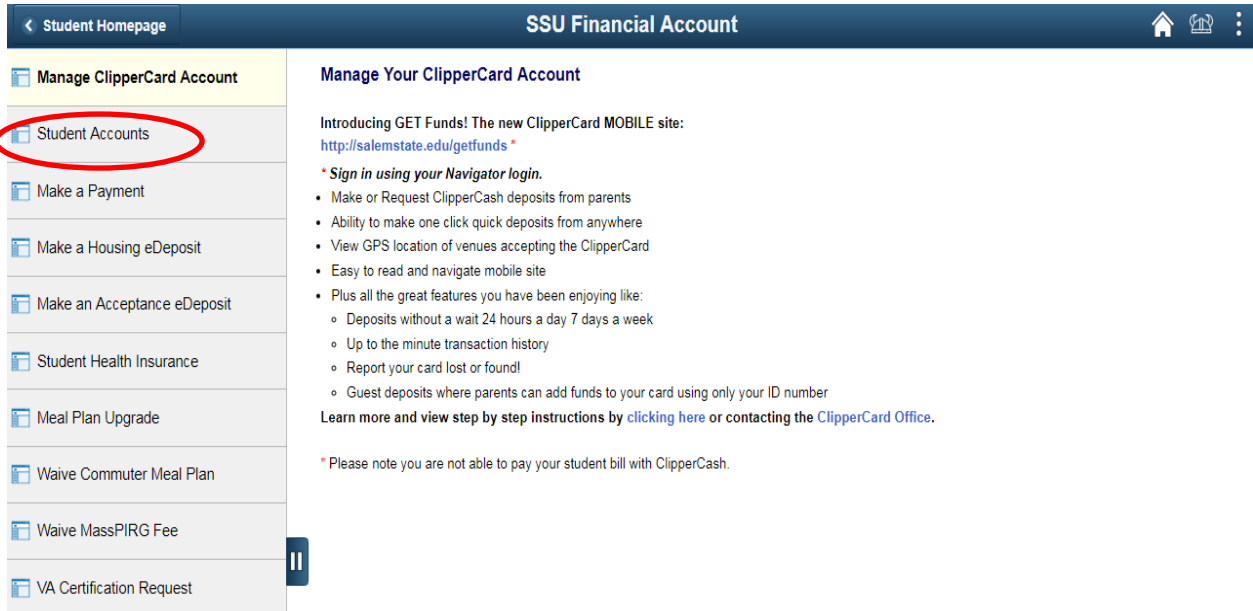


2. Once at the Student Homepage, click on "Financial Account".



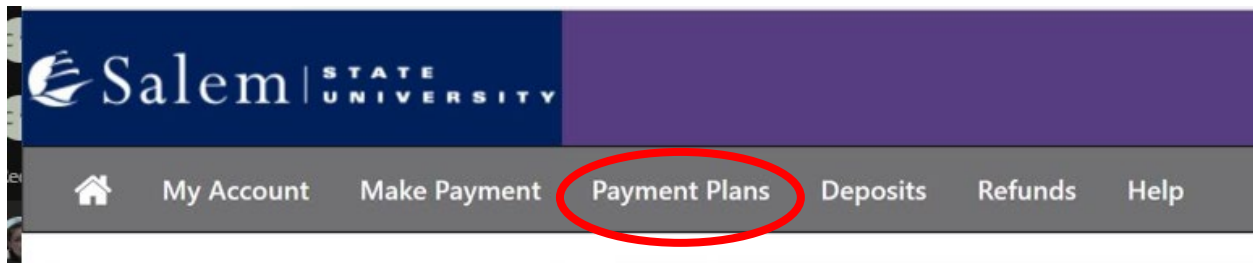
3. On the menu bar, click on "Student Accounts". Then follow the "Click Here" link to access TouchNet.

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



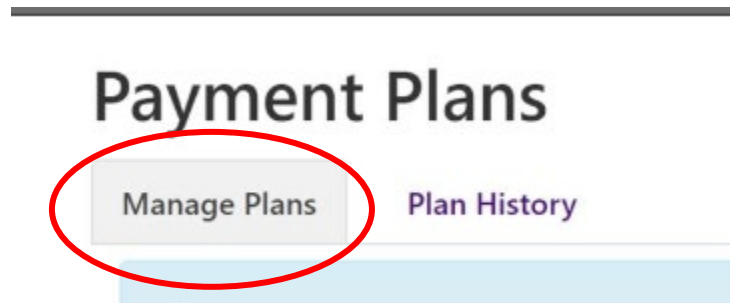
The screenshot shows the 'SSU Financial Account' page. On the left is a vertical menu with items: 'Manage ClipperCard Account', 'Student Accounts' (circled in red), 'Make a Payment', 'Make a Housing eDeposit', 'Make an Acceptance eDeposit', 'Student Health Insurance', 'Meal Plan Upgrade', 'Waive Commuter Meal Plan', 'Waive MassPIRG Fee', and 'VA Certification Request'. The main content area is titled 'Manage Your ClipperCard Account' and contains text about 'GET Funds!' and a list of features. A red circle highlights the 'Student Accounts' menu item.

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 includes the university logo and the text 'Salem STATE UNIVERSITY'. Below the logo, there is a horizontal menu with 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	

The table shows a list of installments for a "Past Due: Fall 2019 6 Month" plan. The first installment is highlighted with a red circle, and a dropdown menu is open over it, showing "Pay" and "Schedule" options.

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.