

This quick reference guide (QRG) supports students in checking their account balance and making payments.

CHECK MY STUDENT ACCOUNT BALANCE

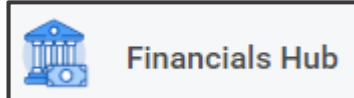
To view your student account balance, complete the following steps.

From the Workday Home page:

1. Click the global navigation menu in the top left corner of your screen.

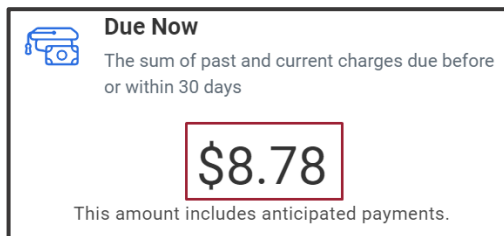


2. Click the **Financials Hub** within the 'Apps' tab.



The *Financials* screen displays.

3. Within the 'Financials Overview' screen, note the 'Due Now' box.



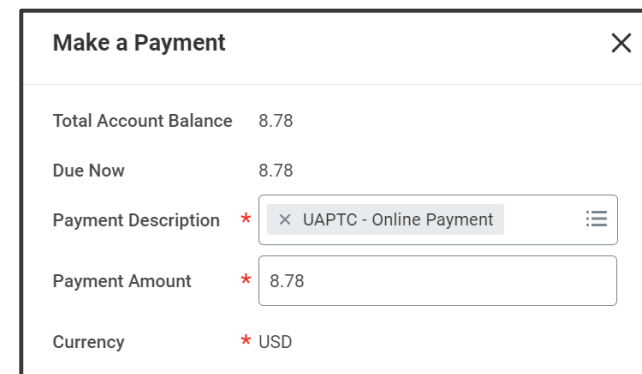
The number displayed below 'Due Now' indicates the current amount that is owed to the institution.

MAKE A PAYMENT

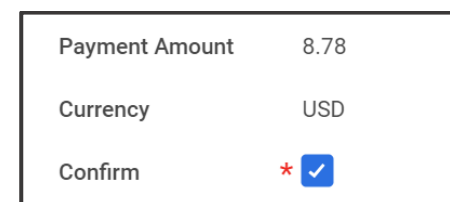
To make a payment, complete the steps below.

From the 'Financials Overview' screen:

1. Click **Make a Payment**, located at the bottom of the 'Due Now' box.
2. In the **Payment Description** field select the **Online Payment** option.
3. Enter the amount you will pay in the **Payment Amount** field.



4. Click **OK** in the bottom right corner of the pop-up window.
5. Check the **Confirm** box.



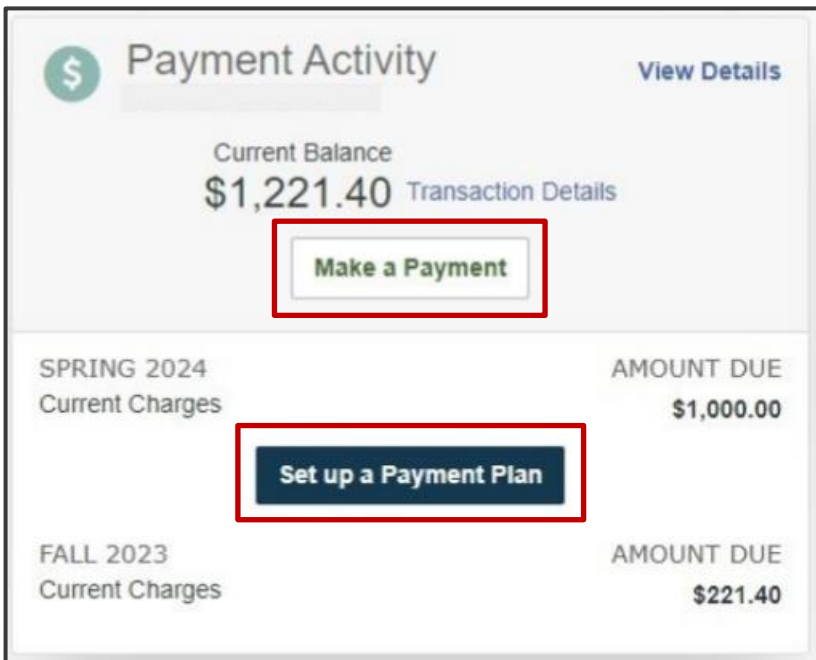
6. Click **OK** in the bottom right corner of the pop-up window.

You will be redirected to the *Nelnet Campus Commerce* website.

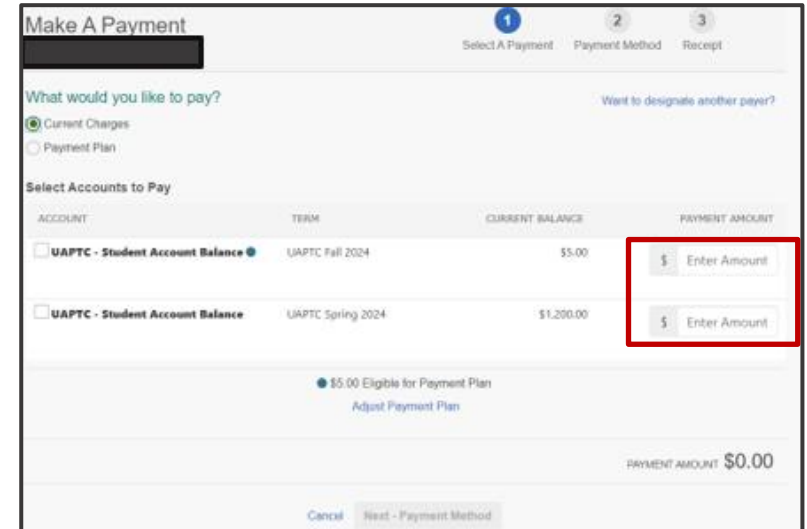
You will see the Nelnet logo and your institution's logo at the top of the page.



7. You can make a payment or set up a payment plan from the 'Home' screen below 'Payment Activity.'

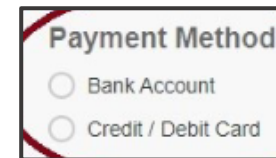


8. To make a payment, enter the amount to pay in the 'Enter Amount' text box.



9. At the bottom of the screen, click **Next – Payment Method**.

10. Select your **Payment Method**.



A payment authorization screen displays.

11. Review the payment details and confirm their accuracy.

12. To complete the payment, click the button at the bottom of the screen that says **Pay** (followed by the dollar amount of the payment) **Now**.



A *Thank You* page displays, confirming that your payment has been authorized and submitted, and informing you that a transaction receipt was sent to your email account.

13. After completing the payment in Nelnet, you can return to Workday to view your updated balance within the 'Financials Overview' screen.



You can also view your recent payment from this screen.

