

This quick reference guide (QRG) supports students in setting up a payment plan.

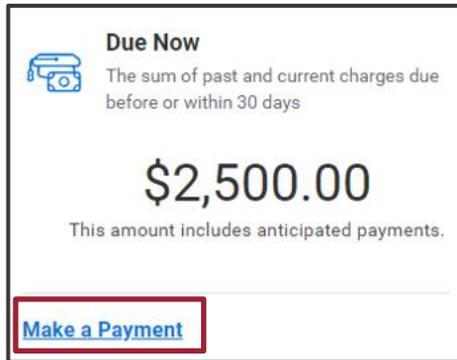
SIGN UP FOR PAYMENT PLAN

1. From the Workday Home page, click the **Global Navigation Menu** in the top left corner of your screen.
2. Click **Financials Hub** within the 'Menu.'



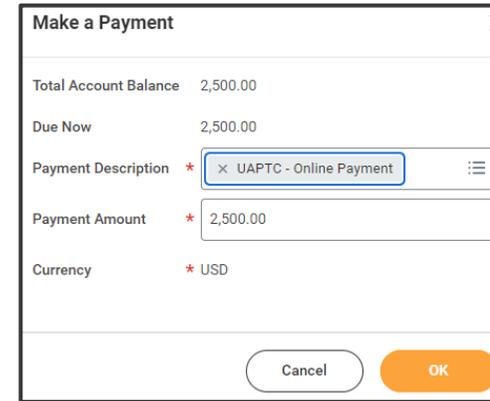
The *Financials Overview* screen displays.

3. View the amount 'Due Now' and click **Make a Payment**.

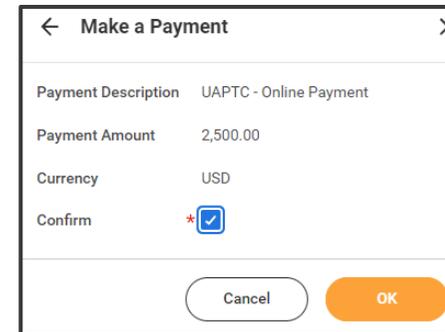


4. In the **Payment Description** field, select the 'Online Payment' option.
5. The **Payment Amount** auto-populates to reflect the amount you owe.

The amount you pay today may differ from this amount once you set up your payment plan (in a future step).



6. Click **OK** at the bottom of the pop-up window. The *Make a Payment* pop-up window updates.
7. Check the **Confirm** box.



8. Click **OK** at the bottom of the pop-up window.

Note: You have NOT yet set up a payment plan or made a payment. Follow the steps below to finish setting up a payment plan and making an initial payment.

You will be redirected to Nelnet.



Note: If this is the first time you are logging into Nelnet, you will be required to create an account, including security authentication questions and responses, as well as creating a 4-digit security pin.

Your 'Amount Due' will display by academic period on the *Home* page.

Current Balance	
\$2,500.00	Transaction Details
Make a Payment	
UAPTC FALL 2024	AMOUNT DUE \$1,305.00
UAPTC SPRING 2024	AMOUNT DUE Current Charges \$1,195.00

9. Click the **Set up a Payment Plan** button.

Current Charges	\$1,305.00
Set up a Payment Plan	
UAPTC SPRING 2024	AMOUNT DUE Current Charges \$1,195.00

10. Click **Begin** at the bottom of the page.

Welcome

Thank you for choosing to set up a payment plan. Click the Begin button to get started.

Begin | Cancel

11. Click **Next** at the bottom of the page.

12. Note the 'Amount Due.'

	Amount Due
	1,305.00
Back Next Cancel	



Note: Payment plans are set up by academic period; if you owe charges for more than one academic period, such as Summer and Fall, you must create separate payment plans.

13. Click **Next** at the bottom of the page.

The *Payment Plan Options* screen displays.

14. Review the 'Payment Plan' options within the table.



Note: Payment plan options vary depending on factors such as current date and academic period; in some cases, payment plans are not available.

15. Click in the Select column next to the plan you wish to use to choose it.

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> • Bank Account • Credit/Debit Card 	4	August 2024	\$326.25

16. Click **Next** at the bottom of the page.

A pop-up message regarding the nonrefundable payment plan enrollment fee displays.

Payment Plan Enrollment Fee

There is a nonrefundable payment plan enrollment fee to participate in the option you selected.

|

17. Click **OK** at the bottom of the pop-up window.

The *Payment Details* screen displays.

18. Choose your payment method in the **Pay using** field.

Payment Details

Please enter your primary financial account for payments

Pay using -- Add Credit/Debit Card --

Pulaski Technical College - Workday allows you to pay using: a bank account (checking or savings) or a credit/debit



Note: You must add credit card and/or bank account information the first time you create a payment plan.

The informational text box to the right of 'Pay using' updates with fee information after the payment source is designated.

Please enter your primary financial account for payments

Pay using Mastercard - 1111

Pulaski Technical College - Workday allows you to pay using: a bank account (checking or savings) or a credit/debit card (Visa, Mastercard, Discover)

A 2.85% Nelnet service fee will be assessed for payments made with a credit card. The service fee is non-refundable. Should a payment amount or method change, the service fee will change accordingly. Card transactions for Pulaski Technical College - Workday are processed by Nelnet Campus Commerce, USA.

Rates are subject to change



Note: Read the fine print regarding your payment method; be aware that Nelnet charges credit card processing fees.

19. Click **Next** at the bottom of the page.

20. Review the 'Amount Due Today' and 'Remaining Amount.'

Amount Due Today

Pay using Mastercard - 1111 [\(Change\)](#)

Card transactions for Pulaski Technical College - Workday are processed by Nelnet Campus Commerce, USA.

Enrollment Fee	30.00
Amount Due Today	\$30.00

Remaining Amount

Total Amount Remaining for Payment Plan	\$1,305.00
--	-------------------

21. Click **Next** at the bottom of the page.

The *Payment Schedule* screen displays.

22. Review the 'Payment Schedule,' including your 'Future Payment Schedule,' payment dates, and payment amounts.

Payment Date	Description	Amount
Monday, August 5, 2024	Payment Service Fee	326.25 9.30
Thursday, September 5, 2024	Payment Service Fee	326.25 9.30
Monday, October 7, 2024	Payment Service Fee	326.25 9.30
Tuesday, November 5, 2024	Payment Service Fee	326.25 9.30



Note: Nelnet charges a service fee for *each* payment.

23. Click **Next** at the bottom of the page.

The *Review & Authorize* screen displays.

24. Scroll down the page reviewing *all* terms and conditions.

25. Click the box to make a checkmark indicating, 'I have read and accept the terms and conditions of the payment plan.'

I have read and accept the terms and conditions of this payment plan

26. Click **Authorize** at the bottom of the page.



A *Thank You* screen displays.

Thank You

Thank you for completing a payment plan for Pulaski Technical College - Workday. Please print a copy for your records.

27. Review the charges made to your account within the 'Amount Paid Today' section.

Amount Paid Today
\$30.00
Mastercard - 1111

28. Click the **Print** button to print a copy for your records.

I have read and accept the terms and conditions of this payment plan (Signed on 31 May 2024)

Done **Print**

29. Click the **Done** button.

The Nelnet *Home* screen displays.

30. (Optional) Make changes to your payment plan as needed by using the 'Actions' drop-down menu.

UAPTC FALL 2024		AMOUNT DUE
Payment Plan (101 178 163)	Actions ▾	\$1,300.00



Note: Any payments made in Nelnet will be viewable within your Workday Financials Hub.