

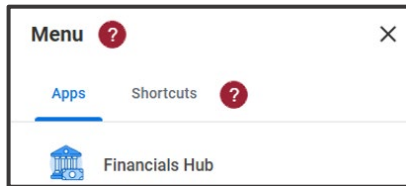
This Quick Reference Guide (QRG) supports students in checking their account balance and making payments.

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**.



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

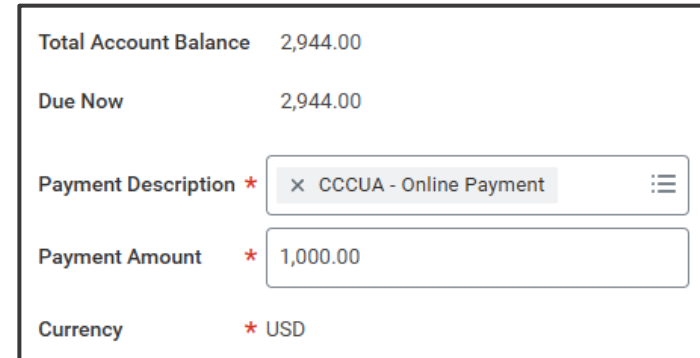


The number displayed below 'Due Now' indicates the current amount that is owed to the institution.

MAKE A PAYMENT

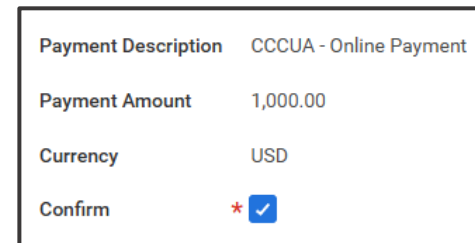
To make a payment, complete the steps below from the 'Financials Overview' screen:

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.

A screenshot of the payment form. It shows the following fields: 'Total Account Balance' with the value 2,944.00; 'Due Now' with the value 2,944.00; 'Payment Description' with a dropdown menu showing 'CCCUA - Online Payment'; 'Payment Amount' with a text input field containing '1,000.00'; and 'Currency' with a dropdown menu showing 'USD'.

Note: You will need to re-enter this same payment amount again in Nelnet (see step 10 in this QRG) if you wish to pay an amount other than the balance that is 'Due Now.'

4. Click **OK**.
5. Check the **Confirm** box.

A screenshot of the payment form, similar to the one above, but with the 'Confirm' field checked. The 'Confirm' field has a red asterisk and a blue checkmark in a box.

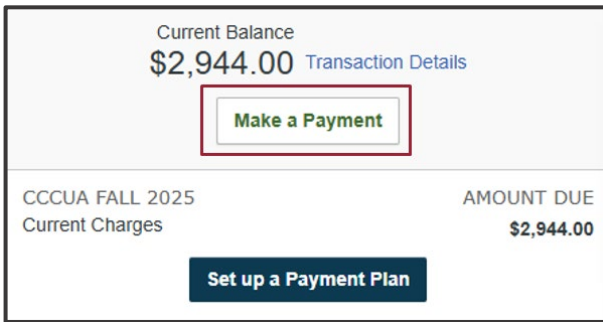
6. Click **OK**.

You will be redirected to the Nelnet website.

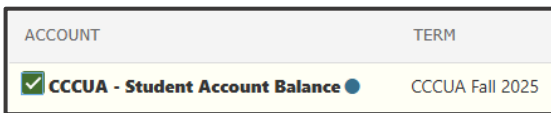
7. You can make a payment from the 'Home' screen below 'Payment Activity.'

If preferred, you also have the option to set up a payment plan.

8. To make a payment, click the **Make a Payment** button.



9. Select the academic period associated with the charges to pay.



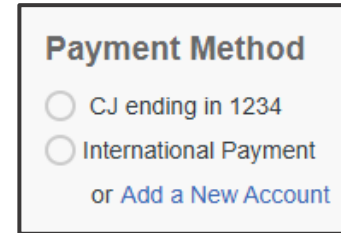
10. Notice that the **Payment Amount** defaults to the 'Current Balance' amount.

To change the 'Payment Amount' if desired, replace the default payment amount with the amount you will pay by typing the updated amount into the **Payment Amount** field.



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

12. From the *Make a Payment* screen, select your **Payment Method**.

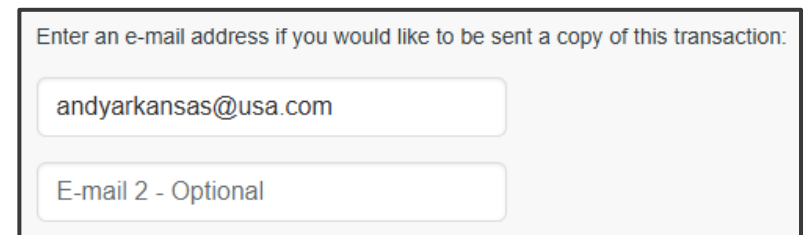


If needed, you can add a new payment account.

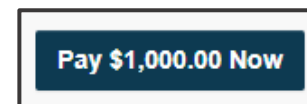
13. Review the 'Payment Method Disclosure.'

14. Review the 'Total Amount' for accuracy.

15. (Optional) To receive a payment receipt, enter one or more e-mail address(es).



16. 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**.



The 'Pay Now' amount denotes the amount you are paying to your institution and does not include any processing fees applied by Nelnet.

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

17. 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.

Recent Payments	
A list of your most recently received student payments	
CCCUA - Online Payment 08/06/2025	\$1,000.00