



JACKSONVILLE UNIVERSITY

How to Create a Payment Plan

1. Login to Self Service ([Self Service Link](#))
2. Click on the “Make a Payment”

Account Summary

View a summary of your account

Account Overview		Helpful Links
Amount Overdue	\$120.52	Student Health Insurance
Total Amount Due	\$120.52	Make a Payment
Total Account Balance	\$120.52	Account Activity
2018 Summer Reporting Term	\$0.00	
2018 Spring Reporting Term	\$120.52	
2017 Fall Reporting Term	\$0.00	

3. Select “Create a Payment Plan”

Make a Payment

Use this page to make a payment on your account

Alert: BISK/VA students disregard this balance and contact your financial aid counselor for balance or amount due

Total Payment : \$22,305.00

Choose a Payment Method

Proceed to Payment

Create Payment Plan

Please Note: Amounts Due may include credit amounts.

2017 Fall Reporting Term \$22,305.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
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- The system will then calculate the charges to be included in the payment plan by removing accepted Financial Aid Resources and Outside resources from Tuition, room & meal plan costs. The payment plan will not allow study abroad fees or flights fees to be included in the payment plan.

2017 Fall Reporting Term

Item	Payment Group	Date Due	Amount Due
Student Receivable	WEB		\$22,305.00

Cancel Continue

- Review the payment plan for accuracy

4/23/2018 at 2:19 PM

Review these payment plan terms and check the box at the bottom to continue.

Payment Plan Summary		Payment Plan Schedule	
Student	0343605 Mr. Robert E. Brown	4/23/2018	\$3,755.00
Term	2017 Fall Reporting Term	5/23/2018	\$3,717.00
Original Plan Amount	\$22,305.00	6/23/2018	\$3,717.00
Number of Payments		7/23/2018	\$3,717.00
Frequency	Monthly	8/23/2018	\$3,717.00
Setup Charge		9/23/2018	\$3,717.00
Total Plan Amount	\$22,340.00		

- Review the terms and conditions and Click on the check box saying "I Agree to the terms and conditions outlined above". Then Click on "Continue"

I agree to the terms and conditions outlined above.

Continue



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Making a payment on your payment plan

1. When you are ready to make your monthly payment, Login to Self Service ([Self Service Link](#))
2. Click on the “Make a Payment”

The screenshot shows the 'Account Summary' page in the Jacksonville University Self Service portal. The page title is 'Account Summary' with the subtitle 'View a summary of your account'. Below the title, there is a table with account information:

Account Overview		Helpful Links
Amount Overdue	\$120.52	Student Health Insurance
Total Amount Due	\$120.52	Make a Payment
Total Account Balance	\$120.52	Account Activity
2018 Summer Reporting Term	\$0.00	
2018 Spring Reporting Term	\$120.52	
2017 Fall Reporting Term	\$0.00	

3. Select which monthly payment plan you are wanting to make a payment on

The screenshot shows the payment plan selection screen in the Jacksonville University Self Service portal. At the top, it displays 'Total Payment : \$3,755.00' and buttons for 'Choose a Payment Method', 'Proceed to Payment', and 'Create Payment Plan'. Below this is a table with the following columns: 'Select', 'Item', 'Payment Group', 'Date Due', 'Amount Due', and 'Amount to Pay'.

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Payment Plan 4248 - Student Receivable	WEB	4/23/2018	\$3,755.00	\$ 3,755.00
<input type="checkbox"/>	Payment Plan 4248 - Student Receivable	WEB	5/23/2018	\$3,717.00	\$
<input type="checkbox"/>	Payment Plan 4248 - Student Receivable	WEB	6/23/2018	\$3,717.00	\$
<input type="checkbox"/>	Payment Plan 4248 - Student Receivable	WEB	7/23/2018	\$3,717.00	\$
<input type="checkbox"/>	Payment Plan 4248 - Student Receivable	WEB	8/23/2018	\$3,717.00	\$
<input type="checkbox"/>	Payment Plan 4248 - Student Receivable	WEB	9/23/2018	\$3,717.00	\$



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4. Select "Pay now"

The screenshot shows a web browser window with the following details:

- Browser tabs: Datatel User Interface 5.4, TEST-B - [bbrown33/test], Payment Review - Jackso
- Address bar: test-selfserve.ju.edu:8075/Student/Finance/Payments/PaymentReview
- Page title: Payment Review
- Table content:

Item	Amount
Payment Plan 4248 - Student Receivable	\$3,755.00
Payment Plan 4248 - Student Receivable	\$3,717.00
Payment Plan 4248 - Student Receivable	\$500.00
Total Payment Amount	\$7,972.00

Payment Method: ACH e-commerce

Pay Now

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Windows taskbar: Type here to search, 2:21 PM, 4/23/2018