ONLINE INSTALLMENT PAYMENT PLAN (IPP) PROCESS

Bayramian Hall Lobby
Phone: (818) 677-8000 Option 3
Fax: (818) 677-4911
Mail Code: 8214

1. Login to the myNorthridge Portal.
   - Electronic enrollment through the student portal is now the only way to enroll in an IPP.

2. On the Home page, select the Solar Student Center quick link.
3. Select the **Enroll in Payment Plan** link.

   - Financial Aid recipients are now eligible for IPP participation.

4. Select the payment plan, followed by the **Next** button.
5. Review the Installment due dates and amounts. Select the **Next** button.

- The $2 SIRF fee is ineligible for inclusion on an installment plan and **must** be paid separately.

6. Review the terms of the payment plan carefully. Check the **agreement box**, followed by the **Enroll** button.

- Automatic recalculation of the scheduled payments occurs when changes are made to course load and financial aid awards.
- By selecting **Enroll**, a non-refundable $40 administrative fee is immediately charged to the student account. Pay the first installment **before** the payment deadline.
7. Print a copy of the installment schedule. Future installments can be viewed by selecting the View My Account button.

- Don’t forget to pay the first and remaining installments by the due date to avoid disenrollment.
- All payments can be made online by e-check or credit card with an additional 2.75% service fee for credit card payments.
- Installment payments can also be paid at the University Cash Services with cash, check or debit card, after completing the online IPP enrollment.