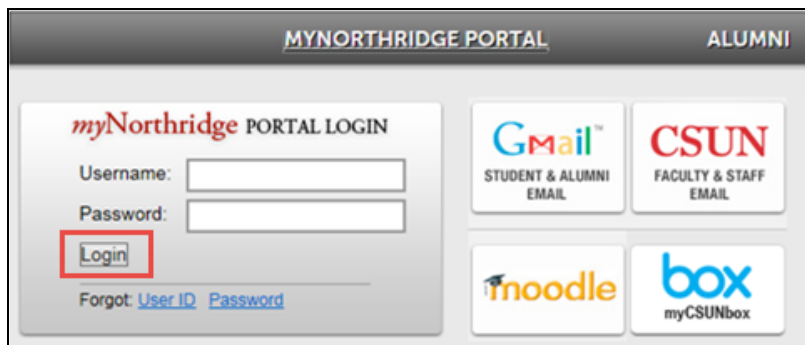


### ONLINE INSTALLMENT PAYMENT PLAN (IPP) PROCESS

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

1. Login to the **myNorthridge Portal**.OO

✓ 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.

The screenshot shows the Student Center interface. Under the Academics section, there are links for 'Enroll in a Class', 'View My Class Schedule', 'Enrollment Appointments', 'View My Grades', 'Unofficial Transcript', and 'Schedule Planner'. A dropdown menu is set to 'other academic...'. The 'This Week's Schedule' table lists classes and their times/locations. Under the Finances section, the 'My Account' area has a red box around the 'Enroll in Payment Plan' link. The 'Account Summary' shows a balance of \$3,284.00 due now. The 'Financial Aid' section has several links. A 'make a payment' button is visible at the bottom right.

Class	Schedule
ART 124A-08 ACT (10899)	Sa 9:00AM - 2:30PM Art and Design Center 604
CH S 260-04 LEC (13659)	Fr 8:00AM - 10:45AM Jerome Richfield 352
ENGL 113A-18 LEC (13944)	MoWe 8:00AM - 9:15AM Jerome Richfield 354
MATH 93-35 LEC (16316)	MoWeFr 11:00AM - 12:25PM Bayramian Hall 314
UNIV 61E-18 LAB (18664)	MoWe 9:30AM - 10:20AM Juniper Hall 1129

<b>You owe 3,284.00.</b>	
▪ Due Now	\$3,284.00
▪ Future Due	\$0.00
<b>** You have a past due balance of 3,284.00. **</b>	
Currency used is US Dollar.	
<a href="#">*Important Student Fee Information</a>	<a href="#">make a payment</a>

4. Select the payment plan, followed by the **Next** button.

The screenshot shows the 'Enroll in Payment Plan' page. It has tabs for 'enroll in payment plan' and '1098t tax form'. A progress indicator shows 4 steps, with step 1 highlighted. The heading is '1. Select Payment Plan'. Below the heading, it states: 'You are eligible to enroll in the following payment plans. You will need to follow the 4-step process for each payment plan you elect to enroll in.' A table lists the available payment plans. The first option, 'Fall 2015 Payment Plan', is selected with a radio button and highlighted with a red box. A red arrow points from this box to the 'NEXT' button, which is also highlighted with a red box. The 'CANCEL' button is to its left. At the bottom, there are links for 'Enroll In Payment Plan' and '1098t Tax Form', and a 'go to ...' dropdown menu.

Payment Plans	Maximum Amount	Number of Installments	First Due Date
<input checked="" type="radio"/> Fall 2015 Payment Plan	10,000.00	3	09/25/2015

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.

enroll in payment plan 1098t tax form

### Enroll in Payment Plan

2. Review Installments

You have selected Fall 2015 Payment Plan.

Eligible Charges:	3,282.00
Plan Amount:	10,000.00
Number of Installments:	3

Due Date	Installment	Administrative Fee	Total Installment
09/25/2015	1,094.00	40.00	1,134.00
10/25/2015	1,094.00		1,094.00
11/25/2015	1,094.00		1,094.00
<b>Total</b>	<b>3,282.00</b>	<b>40.00</b>	<b>3,322.00</b>

Currency used is US Dollar.

**Important:** The installment schedule above is based on your current eligible charges of \$3,282.00. If eligible charges change in the future, the installment due amount will automatically adjust up to the amount of \$10,000.00. Your first installment includes a \$40.00 non-refundable administrative fee. Payment due dates falling on a weekend or a campus holiday will be deferred until the first following business day.

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.

### Enroll in Payment Plan

3. Agreement

Please examine the terms of the payment plan carefully before enrolling in the plan.

**Fall 2015 Payment Plan**

You are about to enroll in Fall 2015 Payment Plan.

Plan Amount:	3,282.00
Administrative Fee:	40.00
<b>Total Plan Amount:</b>	<b>3,322.00</b>

Number of Installments: 3

Due Date	Installment	Administrative Fee	Total Installment
09/25/2015	1,094.00	40.00	1,134.00
10/25/2015	1,094.00		1,094.00
11/25/2015	1,094.00		1,094.00
<b>Total</b>	<b>3,282.00</b>	<b>40.00</b>	<b>3,322.00</b>

Currency used is US Dollar.

**Important:** The installment schedule above is based on your current eligible charges of \$3,282.00. If eligible charges change in the future, the installment due amount will automatically adjust up to the amount of \$10,000.00. Your first installment includes a \$40.00 non-refundable administrative fee. Payment due dates falling on a weekend or a campus holiday will be deferred until the first following business day.

I agree to the installment schedule listed above. If I fail to make my installment payment in full by the due date, I understand that I will be disenrolled from some or all of my classes. The \$40.00 administrative fee is non-refundable.


The agreement is dated: 09/29/2015  Yes, I have read, understand, and accept the terms of this agreement.

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.

enroll in payment plan      1098t tax form

**Enroll in Payment Plan**      1 2 3 4

**4. Result**

 **Congratulations!**  
You have successfully enrolled in Fall 2015 Payment Plan. Please keep the installment schedule below for your reference.

Installment Schedule			
Due Date	Installment	Administrative Fee	Total Installment
09/25/2015	1,094.00	40.00	1,134.00
10/25/2015	1,094.00		1,094.00
11/25/2015	1,094.00		1,094.00
<b>Total</b>	<b>3,282.00</b>	<b>40.00</b>	<b>3,322.00</b>

[VIEW MY ACCOUNT](#)