Make a Payment or Payment Plan Setup

GUIDE
Make a Payment or Payment Plan Setup Guide

1. Go to portal.maricopa.edu and login using your MEID and password.

NOTE: If you need assistance with your login please contact the Technology Helpdesk at (480) 517-8600

If you have not set up the DUO Authentication you will need this to continue.

Learn more about Stay Safe with Duo. Scroll down till you see these icons on the “Stay Safe with Duo” site for the links to install.

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2. On the My Maricopa Dashboard, click on the “Finances” Icon and on the next page click the “Payments” button.

3. You will be at the “Finances | Payments” page showing the Term(s) and the amount due for each term. Click on the “Select Payment Option” button to continue.
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You will be directed to the Nelnet site. If this is your first time to Nelnet it will prompt you to create an account. If you already have a Nelnet account and see your dashboard continue to Step 7 on page 6.

4. Your information will be prefilled in the contact info allowing you to verify your information. Make any changes and once done click the "Next" button below. (The example is blank.)
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5. You will be prompted to create a 4-digit pin and create security questions with answers. After completing, click the “Submit” button.

6. At the Notices screen: Please READ and click “Continue”.

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7. Once at the Nelnet Dashboard you can make a full payment shown by clicking the “Make a Payment” or the “Set up a Payment Plan”.

ATTENTION
The green button for setting up a payment plan has a $25.00 enrollment fee that is non refundable.

To Set up a Payment Plan skip to Steps 11 on page 9.

To Make a Payment continue to Steps 8 on page 7.
Steps 8-10 are for the "Make a Payment"

Three Steps to make a payment.

8. **FIRST** - Select a Payment by placing a check into the term you wish to make a payment on and enter in the amount you wish to make.
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9. **SECOND** - Select either the Bank Account or the Credit / Debit Card option and fill in the appropriate information requested. Once done you could save this information to your profile to be used again later or just click the "Continue" button.
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10. **THIRD** - Verify the information looks correct and click the “Pay Now” button.
Steps 11-19 are for the “Set up a Payment Plan”

There are Six Steps for the payment plan progress, you will be taken through step-by-step.

11. When you select the “Set up a Payment Plan” option you will be taken to a Welcome page, click the “Begin” button to start.
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12. **FIRST**, you will need to verify Contact Information and click the “Next” button when completed.
13. **SECOND**, verify the amount due and click “**Next**.”
14. **THIRD**, is the **Payment Plan Options**. Select the option by clicking on the circle and then click “**Next**”.

15. A pop-up notification of the **NON-REFUNDABLE** enrollment fee will appear, please click **OK** to proceed.
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16. Payment Details page will appear, you need to click the drop-down arrow to select which payment detail you will use for the payment plan. You can use a Bank Account (Checking or Savings) or Debit/Credit Card. All payments will be withdrawn automatically.
17. **FOURTH**, you will be shown the **Payment Details** with the Down Payment, Amount Due Today, Enrollment fee, and Remaining Amount. Click the **“Next”** button to continue.
18. **FIFTH**, is the **Payment Schedule**. After reviewing, click the **“Next”** button.
19. **SIXTH, Review & Authorize.** You will need to check the box for the “Accept the Terms of Conditions” and click the “Authorize” button.

Your Payment Plan is set up!