1. Go to **my.maricopa.edu** and login using your MEID and password.
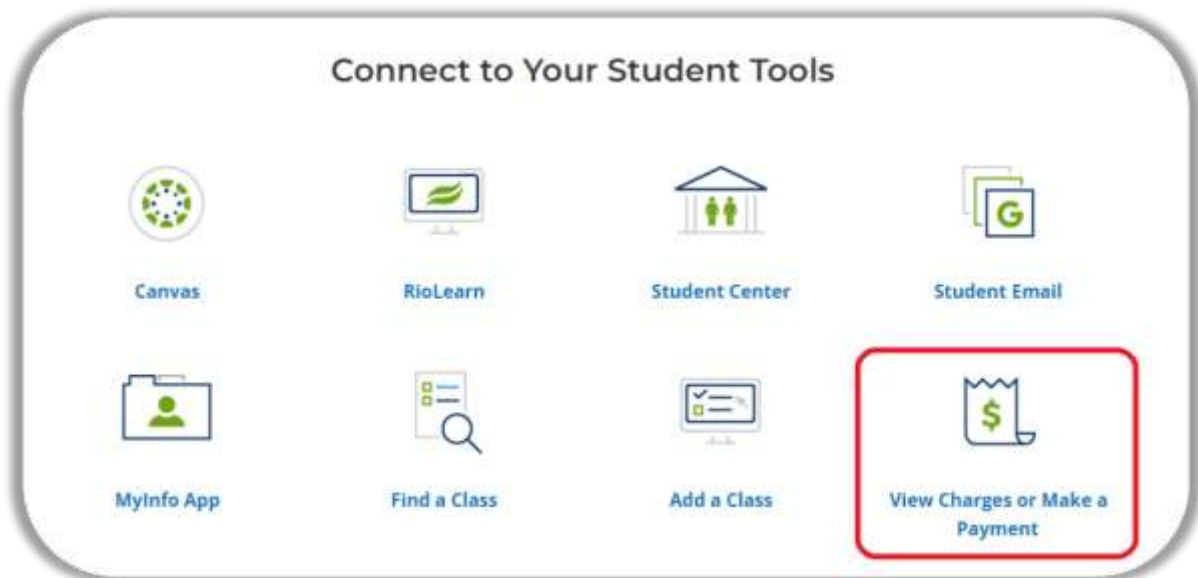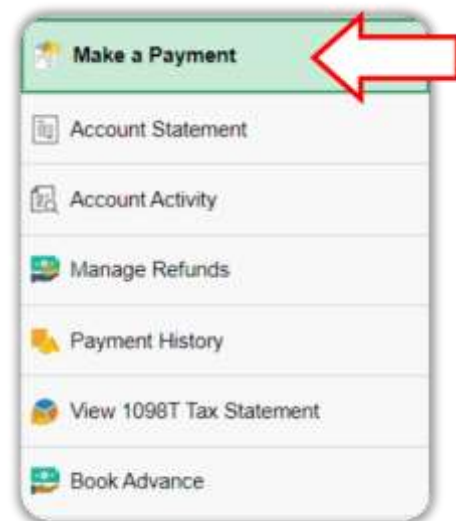
   NOTE: If you need assistance with your login please contact the Technology Helpdesk at **(480) 517-8600**

2. Scroll down till you see the "***Connect to Your Student Tools***" section and click on the "***View Charges or Make a Payment***" icon (as shown below).

3. You should be at the "***Make a Payment***" marked in green on the left-hand menu, if not click that link.

4. In the "***What I Owe***" section you will see the term or terms with your total amount due. Click the "***Select***" button for the appropriate term you wish to make a payment on.

> **NOTE:** Making a payment or setting up a payment plan is done by the term. If you see more than one term you will need to set up a plan or make a payment for **each term separately**.

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 <u>continue to step 8</u>.

5. In the **Create Account** area your information will be prefilled with your contact information. Verify your information is correct or make any changes necessary. Once done click the "***Next***" button below.

6. You will be prompted to create a 4-digit pin and create security questions with answers. After completing, click the "***Submit***" button.

7. At the **Notices** screen, please READ and click "***Continue*** ".

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Nelnet Dashboard

8. Once at the Nelnet Dashboard you can make a full payment show by clicking the "***Make a Payment***" or the "***Set up a Payment Plan***".

The rest of the instructions will be for the "Set up a Payment Plan" option.

9. After selecting the "Set up a Payment Plan" button you will be taken to a **Welcome** page, click the "***Begin***" button to start.

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There are seven steps for the payment plan progress. We will take you through each one step-by-step.

10. First, you will need to verify your **Contact Information** and click the "*Next*" button when completed.

11.   Second, verify the amount due and click "***Next***".

12. Third, is the **Payment Plan Options**. Select the option by clicking on the circle and then click "**Next**".

13. A pop-up notification of the NON-REFUNDABLE enrollment fee will appear, please click "**OK**" to proceed.

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14. On the **Payment Details** page click the drop-down arrow to select which payment detail you will be using for your payment plan. You can select Add Bank Account (Checking or Savings) or Debit/Credit Card. All payments will be withdrawn automatically on a set date (seen in steps 16 and 17).

Payment Details

Please enter your primary financial account for payments

Pay using   -- Select --   ▼

 -- Select --
 -- Add Bank Account --
 -- Add Credit Card --
 Mastercard - 8344
 Mastercard, Discover or American Express).

Card transactions for Rio Salado College - Maricopa are processed by Nelnet Campus Commerce, USA.

Back   Next | Cancel

OR

❸ Add Account

Bank Account

Required fields are marked with an *
Please enter your name exactly as it appears on your Bank Account.

Account Holder Name*
Bank Name*
Account Type*   -- Select --   ▼
Routing Number*
Account Number*

Save | Cancel

❸ Add Account

Credit Card Details

Required fields are marked with an *
Please enter your name exactly as it appears on your Credit Card.

Account Holder Name*
Card Number*
Card Brand*   -- Select --   ▼
Expiration Date*   -- Select -- ▼ / -- Select -- ▼
Security Code (CVV)*   ❓

Billing Address

Please enter the address as it appears on your billing statement.

Country*   United States   ▼
Address Line 1*   2007 West Marshall Avenue
Address Line 2   Apartment, Suite, Unit, Building, Floor, etc.
City*   Phoenix
State*   Arizona   ▼
ZIP/Postal Code*   85015

Save | Cancel

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15. 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.

16. Fifth, is the **Payment Schedule**. After reviewing, click the "***Next***"
    button.

Progress Tracker

Contact Information — Amount Due — Plan Options — Payment Details — **Payment Schedule** — Review & Authorize — Thank You

Payment Schedule

Future Payment Schedule

Payments will be on the 5th of the month.

Payment Date	Description	Amount
Thursday, May 5, 2022	Payment	241.00
Monday, June 6, 2022	Payment	241.00
Tuesday, July 5, 2022	Payment	241.00

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Back   Next | Cancel

17. Sixth, **Review & Authorize**. You will need to check the box for the
    "Accept the Terms of Conditions" and click the "*Authorize*" button.

18. Seventh, with final **Thank You** page. Here you can print your agreement for your records or click the "***Done***" button to take you to your Nelnet Dashboard.