

Howard University Installment Plan How-To-Guide

Nelnet Business Solutions will manage the University's 5-month installment plan for the Fall and Spring semesters. There are several benefits such as:

- 1) Payment Methods – Payments may be made by Discover, MasterCard or American Express or automatic bank payment (ACH)
- 2) Convenience – Automatic payments deducted from a checking/savings account or credit/debit card
- 3) Easy Access – The installment plan can be monitored online or you can call a dedicated customer service representative

Signing up is easy. Log in to BisonWeb and follow these simple steps.

1. On the Main Menu, select "Student"

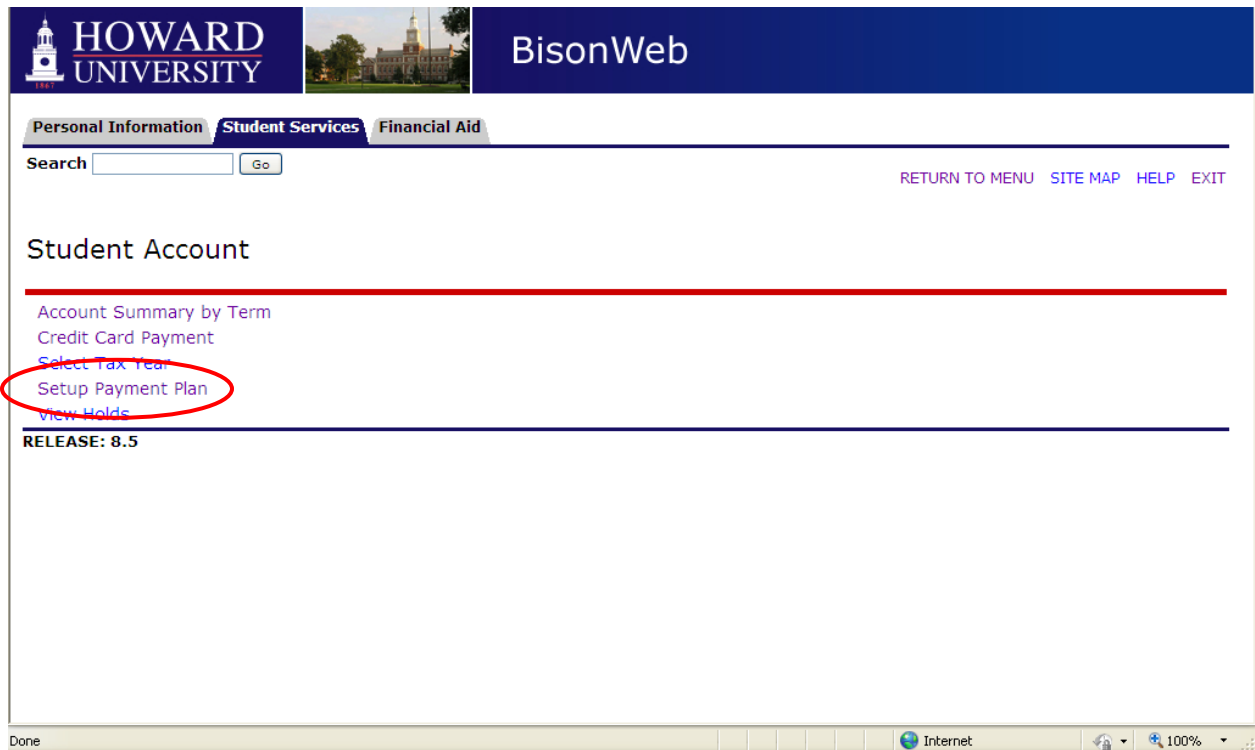


The screenshot shows the Howard University BisonWeb main menu. At the top, there is a navigation bar with the Howard University logo and the text "HOWARD UNIVERSITY" and "BisonWeb". Below this, there are tabs for "Personal Information", "Student Services", and "Financial Aid". A search bar is located on the left, and navigation links for "BISON WEB HOME", "SITE MAP", "HELP", and "EXIT" are on the right. The main content area is titled "Main Menu" and features a red horizontal line. Below the line, a welcome message reads: "Welcome, . to the WWW Information System! Last web access on Jul 21, 2010 at 02:15 pm". The "Student" link is circled in red. Other links include "Personal Information", "Financial Aid", "Surveys", "View E-mail Addresses", "BisonConnect Registration", and "HUSA Library Survey". The footer of the page includes "RELEASE: 7.3" and "powered by @sct".

2. On the Student Services Main Menu, select “Student Accounts”

The screenshot shows the Howard University BisonWeb interface. At the top left is the Howard University logo. To its right is a small image of a building. Further right is the text 'BisonWeb'. Below this is a navigation bar with three tabs: 'Personal Information', 'Student Services' (which is active), and 'Financial Aid'. Under the 'Student Services' tab, there is a search box with a 'Go' button and links for 'MAIN MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Student Services Main Menu'. It lists several services: 'Admissions', 'Housing', 'Registration', 'Student Accounts', 'Student Records', and 'Book Voucher Request'. The 'Student Accounts' link is circled in red. Below the 'Registration' link, there is a pink highlighted box containing two bullet points: 'Bison Web Registration is available from 9:00 am-Midnight.' and 'Any student who has registered and has not paid tuition and fees, will not be allowed to remain in class and will not receive credit or a grade for the course.' At the bottom of the page, there is a 'RELEASE: 8.5' notice and a browser status bar showing 'Internet' and '100%' zoom.

3. On the Student Accounts Menu, select “Setup Payment Plan”



You will then be taken to the overview page of the installment plan.

4. After reading the information on the Welcome page, click “Proceed”

HOWARD UNIVERSITY

FAQs | How e-Cashier Works | Payment Plan | Fees | Terms & Conditions | Security/Privacy | Help | American Card Services

NBS e-Cashier Automatic Payment Program
Welcome to e-Cashier for Howard University

Proceed

e-Cashier Progress
0 of 6 steps completed

e-Cashier
From Nelnet
Business
Solutions

To protect your personal information, this screen will close automatically in 10 minutes.

Welcome! Howard University is pleased to offer NBS e-Cashier. Through e-Cashier you will be able to:

- Arrange for monthly payments
- Make a down payment IMMEDIATELY and arrange for monthly payments

You will be able to make payment(s) by:

- Automatic Payments from your Checking or Savings account
- Credit Card

The nonrefundable enrollment fee to budget payment(s) is:

- \$30.00 per Semester

The nonrefundable enrollment fee for Automatic Payments will be processed within 14 days of your agreement being posted to the e-Cashier system.

Do not use your browser's "Back" button to navigate in e-Cashier. Doing so may cause your transactions to be submitted incorrectly.

Proceed

Be sure to have your credit card or bank information available as you begin.

5. You have now reached the Payment Agreement page and will need to enter the following information:

a. **Student Information**

b. **Personal Information** (Person responsible for payment) – This will be information for the person making the monthly payments, i.e. student or parent.

c. Create an **Access Code**

d. Enter the name of another **person who you authorize** to inquire about or make changes to the plan (optional)



e-Cashier Progress 0 of 6 steps completed



From Nelnet Business Solutions

NBS e-Cashier Automatic Payment Agreement Personal Information

To establish your automatic payment plan, please provide the following information:

* These fields must be completed to move to the next step

To protect your personal information, this screen will close automatically in 10 minutes.

STUDENT INFORMATION

* This is your Student ID assigned by the school.:

* Retype This is your Student ID assigned by the school.:

* Student First Name: Last:

Student e-Mail:

Retype Student e-Mail:

Personal Information (Person responsible for payment)

* First Name: Last:

* Address:

* City: * State: * Zip:

This is your Howard University ID#. Be sure to include the "@" sign.

* A Daytime or an Evening Phone Number is required

Daytime Phone:

Evening Phone:

Check here if e-mail is same as student e-mail

Please provide a Responsible Party e-mail address. E-mail may be used to notify you of changes affecting your payment plan.

* e-mail:

* Retype e-mail:

If you do not have an email address please check this box:

Check here to sign up for e-mail payment reminders

Automatic e-mails are sent to the Responsible Party four business days before scheduled automatic payments. **It is your responsibility to notify NBS of any change to your e-mail address.**

Create Your Own Access Code

To protect your privacy, you are required to create your own Access Code, which is like a password. Your access code must be 4 to 10 characters long, alpha and/or numeric, and should be easy for you to remember. You will be required to verify your Access Code when calling NBS or viewing account information online through My FACTS Account at www.factsmgt.com.

* Access Code:

* Retype Access Code:

Additional Authorized Party

The Responsible Party may authorize another person to inquire about all account information and to make changes to the account on behalf of the Responsible Party. The Responsible Party names the person listed below as an Additional Authorized Party. The Responsible Party agrees that the designated person may take any action with reference to the account as could be taken by the Responsible Party except changing the name of the Additional Authorized Party or Access Code. The Responsible Party agrees to be bound by any actions taken by the Additional Authorized Party on behalf of the Responsible Party pursuant to the authority hereby granted. When requesting information, the Additional Authorized Party will be asked for his/her name as listed below and the Access Code.

Additional Authorized Party:

Select the semester for which you are enrolling:

NOTE: If you leave e-Cashier prior to completing and submitting the agreement form, no information will be saved. You will need to restart.

Do not use your browser's "Back" button to navigate in e-Cashier. Doing so may cause your transactions to be submitted incorrectly.

Proceed

6. Select the "Payment Plan"

The screenshot shows the Howard University e-Cashier website. At the top is the Howard University logo. Below it is a navigation bar with links: FAQs, How e-Cashier Works, Payment Plan, Fees, Terms & Conditions, Security/Privacy, Help, and American Card Services. On the left side, there is a sidebar with the e-Cashier logo and the text "e-Cashier Progress 1 of 6 steps completed" and "From Nelnet Business Solutions". The main content area is titled "NBS e-Cashier Automatic Payment Program Payment Plan". It contains the following text: "Howard University offers the following payment plan(s) to help you meet your financial obligation to the university. Please select a payment plan:" followed by a red warning: "To protect your personal information, this screen will close automatically in 10 minutes." Below this is the heading "Payment Plan for Spring 2011" and the note "All payment(s) will be processed on the 5th of the month." There are two columns of options. The first column is titled "Deadline to Enroll on e-Cashier" and has two radio button options: "November 3, 2010" and "November 22, 2010". The second column is titled "Payment Plan" and has two options: "No down payment, 5 monthly payments (November - March)" and "20% down payment processed IMMEDIATELY, 4 monthly payments (December - March)". At the bottom of the browser window, the address bar shows "Internet" and the zoom level is set to "100%".

If you sign up **prior** to 6/2/11, select "June 2, 2011".

If you sign up **after** 6/2/11, select "June 21, 2011".

7. The \$30 enrollment fee is non-refundable.

The screenshot shows a "Message from webpage" dialog box. It has a blue title bar with the text "Message from webpage", a green "Shared" button, and a red "X" close button. The main area has a yellow warning triangle icon on the left. To the right of the icon is the text: "The non-refundable enrollment fee will be attempted separately within 14 days. Do NOT include the non-refundable enrollment fee in the budget worksheet below." At the bottom center of the dialog box is an "OK" button.

8. Complete the **"Budget Worksheet"**.

- a. Enter "Total Amount Owed" – This is your tuition and fees
- b. Enter "Credits" – This is the amount of your financial aid and/or any deposits you have made, i.e. housing
- c. Click the **"Calculate"** button – This will determine your monthly payment amount

Budget Worksheet

The total amount of your agreement is subject to change by the institution if it is entered incorrectly, if you drop or add classes, or if financial aid is awarded that was not originally included.

Estimated Expenses:
Total Amount Owed \$

Credits:
Credits \$

Amount to be paid through FACTS:

Total amount:	\$ <input type="text" value="0.00"/>
Down payment (PROCESSED IMMEDIATELY):	\$ <input type="text" value="0.00"/>
Amount to be budgeted:	\$ <input type="text" value="0.00"/>
Number of monthly payments:	<input type="text" value="5"/>
First 4 monthly payments:	\$ <input type="text" value="0.00"/>
Last payment:	\$ <input type="text" value="0.00"/>
Month of first payment:	November
Payment date:	5th of the month

To try another payment option and/or budget calculation:

Done Internet 100%

9. Select which payment method you will use:
- a. Payment from your bank account
 - b. Payment to your credit card
 - c. Click **“Proceed”**

The screenshot shows a web browser window displaying the 'NBS e-Cashier Automatic Payment Agreement' page. At the top, the Howard University logo is visible, along with a navigation menu containing links for 'FAQs', 'How e-Cashier Works', 'Payment Plan', 'Fees', 'Terms & Conditions', 'Security/Privacy', 'Help', and 'American Card Services'. On the left side, there is a sidebar with the text 'e-Cashier Progress 3 of 6 steps completed' and the 'e-Cashier' logo, which includes the text 'From Nelnet Business Solutions'. The main content area is titled 'NBS e-Cashier Automatic Payment Agreement Payment Method'. It contains the following text: 'Please select a payment method, then click on the Proceed button. The person responsible for making payment(s) must complete and verify this form.' Below this is a red warning: 'To protect your personal information, this screen will close automatically in 10 minutes.' The section 'Your Payment Method Choice(s)' features two radio button options: 'Payment(s) from your bank account' and 'Payment(s) to your credit card'. A 'Proceed' button is positioned to the right of the first option. Further down, there are sections for 'Automatic Bank Payments (ACH)' and 'Credit Card (CC)', each with a brief description of the payment method. The browser's status bar at the bottom shows 'Done', 'Internet', and a zoom level of '100%'.


10. If you will have the payment deducted from your bank account, enter your “**Bank Information**” and click “**Proceed**”

The screenshot shows a web browser window displaying the 'NBS e-Cashier Automatic Payment Agreement Account Information' form. The browser's address bar shows 'Internet' and the zoom level is set to 100%. The form is titled 'NBS e-Cashier Automatic Payment Agreement Account Information' and includes a progress indicator 'e-Cashier Progress 4 of 6 steps completed' and the NBS e-Cashier logo. The main heading is 'NBS e-Cashier Automatic Payment Agreement Account Information'. Below the heading, there is a message: 'You have elected to use a bank account for scheduled payment(s). Please complete this process by providing us with your bank information. To protect your personal information, this screen will close automatically in 10 minutes.' A note states: '* These fields must be completed to move to the next step'. The form is divided into a 'Bank Information' section with the following fields: '* Bank Name: [text box]', '* City: [text box]', '* State: [dropdown menu]', '* Zip: [text box]', '* Bank Phone: [text box]', '* Bank Routing Number: [text box] (Your bank routing number is located on the bottom of your check between the "4" symbols.)', '* Retype Bank Routing Number: [text box]', '* Account Number: [text box] (Your account number is located on the bottom of your check before the "I" symbol.)', '* Retype Account Number: [text box]'. There are radio buttons for '* Account Type: Checking' and '* Savings'. A note below the radio buttons reads: '(NOTE: Savings account cannot be a passbook type)'. A button labeled 'Help with Completing Bank Information' is positioned below the account number fields. At the bottom of the form is a 'Proceed' button. The browser's taskbar at the bottom shows 'Done' on the left and system icons for 'Internet', a network connection, and a zoom level of 100% on the right.

11. If you will have the payment posted to your credit card, read the information regarding credit card payments and click “Proceed”


The screenshot displays the American Card Services, Inc. website interface. At the top center is the Howard University logo. Below it is a navigation bar with links: [FAQs](#), [How e-Cashier Works](#), [Payment Plan](#), [Fees](#), [Terms & Conditions](#), [Security/Privacy](#), [Help](#), and [American Card Services](#). On the left side, there is a sidebar with the text "e-Cashier Progress 4 of 6 steps completed" and the "e-Cashier" logo, which includes the text "From Nelnet Business Solutions". The main content area features a heading "Welcome to American Card Services, Inc." followed by a red warning: "To protect your personal information, this screen will close automatically in 10 minutes." Below this are logos for AMEX, MasterCard, and Discover. A paragraph of text states: "NBS has selected American Card Services, Inc. (ACS) to provide a convenient credit card payment option. American Card Services, Inc. of Lincoln, NE, U.S.A. will process your credit card payment. **There will be a convenience fee assessed for each payment made using this automated system.** The convenience fee will be identified before your application is submitted. If you would like to return to the previous site, click the Return button. Otherwise you may proceed through the credit card enrollment process." At the bottom of the main content area are three buttons: "Return", "Close", and "Proceed". The browser's status bar at the bottom shows "Done", "Internet", and "100%".

12. You will receive the installment plan details. At the bottom of the Account Information page, enter your **credit card information** and click **“Proceed”**



FAQs | How e-Cashier Works | Payment Plan | Fees | Terms & Conditions | Security/Privacy | Help | American Card Services

e-Cashier Progress
4 of 6 steps completed



From Nelnet Business Solutions

NBS e-Cashier Automatic Payment Agreement American Card Services, Inc. Account Information

You have elected to use a credit card for scheduled payment(s). All credit card payments are processed by American Card Services, Inc. (ACS). You will be assessed a convenience fee for EACH payment.

Contract Amount:		\$5,060.50
Number of Payments:	5	
Payment Amount:	\$1,012.10	
Convenience Fee:	\$27.83	
Payment Amount and Convenience Fee:	\$1,039.93	
Final Payment Amount:	\$1,012.10	
Convenience Fee on Final Payment:	\$27.83	
Final Payment Amount and Convenience Fee:	\$1,039.93	
Total Convenience Fee:		\$139.15
Total Contract Amount:		\$5,199.65
Month of First Payment:	November	
Payment Date:	5th of the month	

Please provide your credit card information. *To protect your personal information, this screen will close automatically in 10 minutes.*

* These fields must be completed to move to the next step

Credit Card Information

* Type: American Express MasterCard Discover Card
(Check, Debit, and ATM Cards may be returned unpaid due to daily limit restrictions imposed by your bank.)

* Credit Card Number:

* Retype Card Number:

* Expiration Date: /
Month Year

Select Return to go back to NBS and choose an alternate payment option.

Proceed to Nelnet Business Solutions for final review of this agreement. American Card Services, Inc. will process all payments.

Upon clicking the “Proceed” button, the information which you entered will be available to review. Be sure to verify that the following information is correct:

- a. Personal Information
- b. Payment Plan
- c. Account Information

If any of the information is incorrect, you will have the ability to correct it.

***** Be sure to read the TERMS & CONDITIONS, ACCEPT THE TERMS & CONDITIONS, and click “SUBMIT AND ACTIVATE” in order to finalize and activate the agreement. *****

You will then receive a confirmation and agreement number and have the option to print the page for your records.