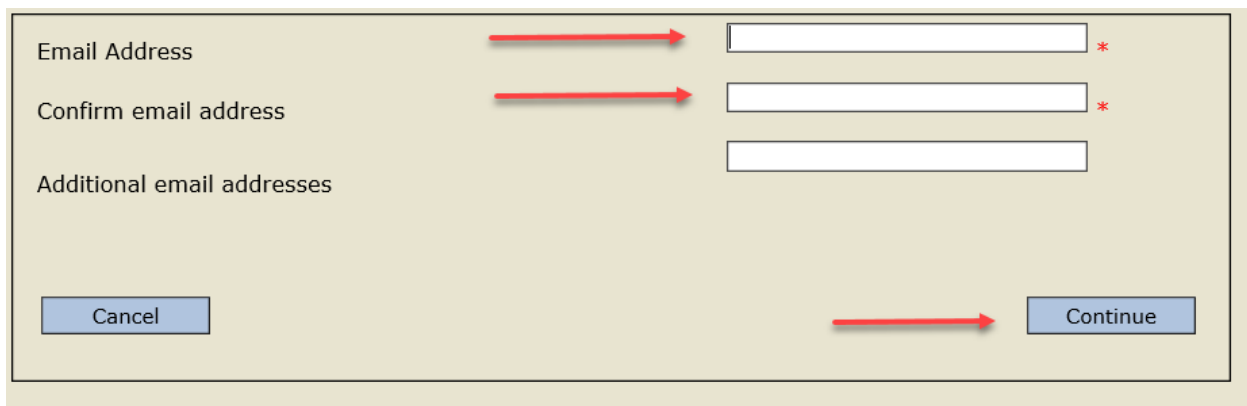


How to Set-up Automated Payments for a Payment Plan

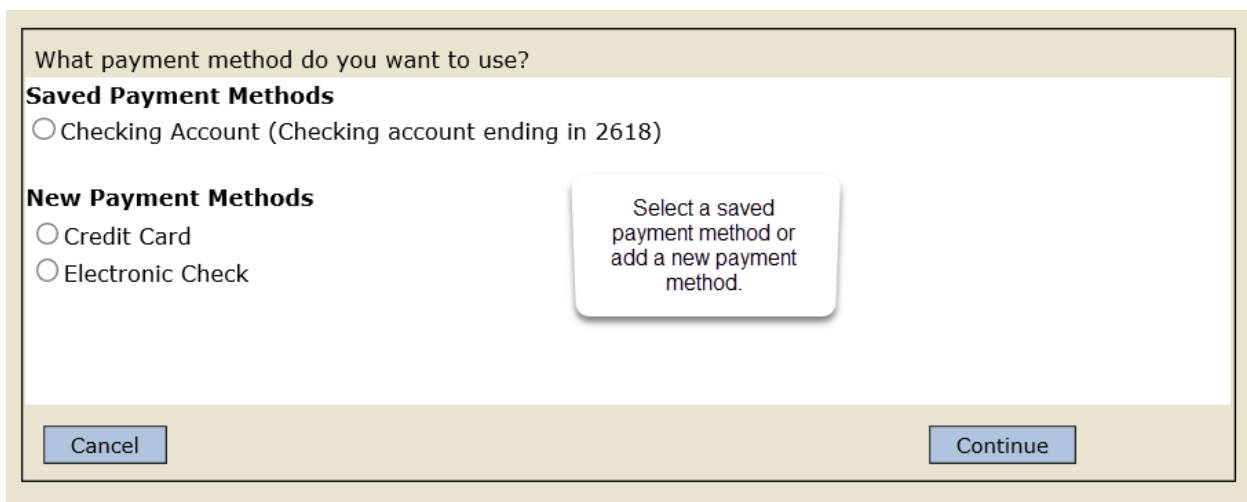
1. Click on the [LaVerne Portal](#) and login with your user name and email password.
2. Click on **Financial Aid & Student Accounts**.
3. Click on **Student Account Services**.
4. Click on the **My Student Account Center**.
5. Under **Scheduled Payments**, Click on the Payment Plan you are enrolled in.



6. Enter your email address and continue



7. Review the Term and Conditions
8. Agree to the Terms and continue
9. Enter the payment method you want to use for the automated payment(s)



10. Confirm the information and Submit.

Cntrs for Educ Winter Payment Plan

| Automatic Payment Date | Amount |
|------------------------|---------|
| 12/05/2018 | \$23.33 |
| 01/25/2019 | \$73.34 |
| 02/25/2019 | \$73.33 |

This information is based on the data currently available. Future changes to the installment plan may result in changes to the amount that is automatically paid for each installment.

Payment Information

Account Holder Name: [REDACTED]
Account Number: XXXXXX2618
Account Type: Checking
Routing Transit Number: [REDACTED]
Bank: CIT BANK N.A., SANTA MONICA, CA
Email Address: [REDACTED]@laverne.edu

Cancel

Submit

11. You can view your automated payment account or edit it.

12. Click on Return to Your Account.

Your current auto payment account:

| Name | Type | Account No | | Edit |
|------------------|----------|------------|------------------------|------|
| Checking Account | Checking | XXXXXX2618 | CIT BANK N.A., SANTA M | Edit |

Add a new account?

New Payment Methods

- ☐ Credit Card
☐ Electronic Check

Continue

Return to Your Account page

13. Under Scheduled Payments, you can view your next scheduled payment.

Scheduled Payments

[Cntrs for Educ Winter Payment Plan](#)

[Cancel](#)

| | |
|--------------|---------|
| Next payment | Amount |
| 1/25/2019 | \$23.33 |