

## How to Set-up Automated Payments for a Payment Plan in your My Student Account Center

1. Click on the **LaVerne Portal** and login with your user name and email password.
2. Click on **Financial Aid & StudentAccounts**.
3. Click on **Student Account Services**.
4. Click on the **My Student Account Center**.
5. Click **Overview**.
6. Under payment plans, click on **Set up auto pay**.

University of La Verne

Spring 2020: Spring 2020 Semester Admin Payment Plan

**Balance**  
*Minimum due*

Account Balance  
Account Credits  
Total Amount Due

**Payment plans**

Plan

202030: Spring 2020 Semester Admin Payment Plan

**Set up auto pay**  
Make your payments on time and avoid late fees!

7. Review and agree to the **Term and Conditions**. Then press **Continue**.

Overview

### Auto Pay Setup

Auto pay

Auto Pay Authorization

You authorize University of La Verne to initiate automatic payments from the checking or savings account designated by you above (your "Account") for each installment payment amount due under your tuition payment plan serviced by the University of La Verne, (the "Plan"). Installment payments will be automatically deducted from your Account on the due date of each payment. Please refer to your Plan disclosures for applicable payment due dates.

If there are insufficient funds in your account, the University of La Verne reserves the right to take the payment in whole or part when the funds become available. Fees for insufficient or uncollected funds (returned items or paid items) will be assessed per the disclosures of the Plan. Declined attempts for charges to your Account may result in late fees, described in the disclosures of the Plan, if payments are not received by the applicable due dates.

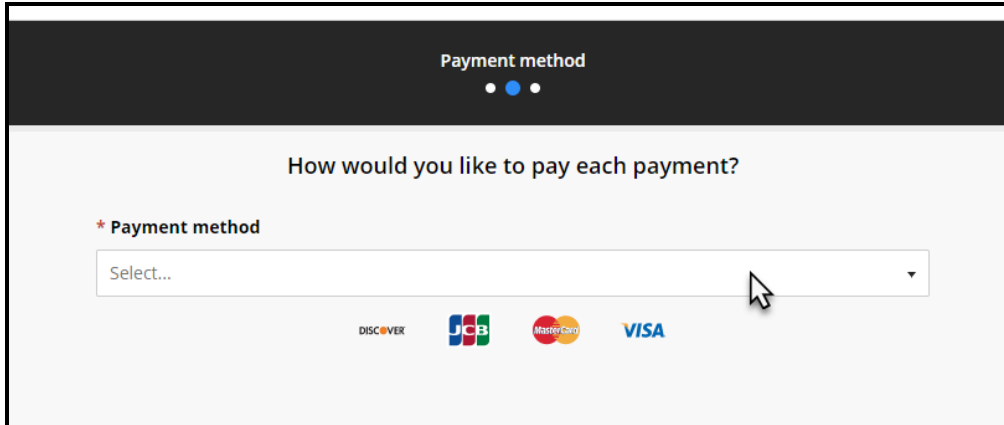
This authority will remain in effect for the duration of the Plan. You may withdraw your authorization and cancel automatic deductions from your Account by contacting the University of La Verne. For assistance with your Installment Payment Plan please contact University of La Verne, Office of Student Accounts at 1-888-788-2455.

I agree to these terms

Secure encrypted payment

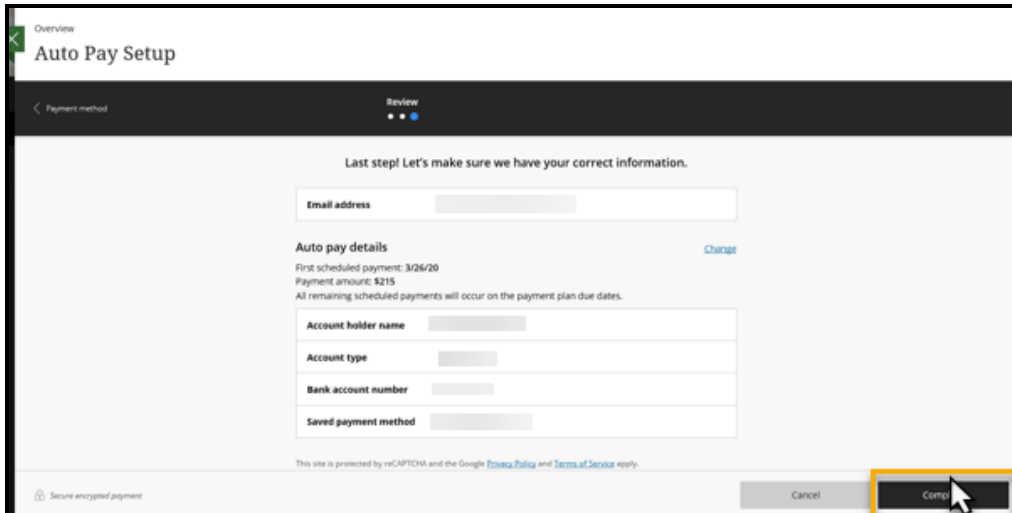
Cancel Continue

8. Enter the **Payment method** you want to use for the automated payment(s).



The screenshot shows a web interface titled "Payment method" with a progress indicator showing the first step is active. The main heading asks "How would you like to pay each payment?". Below this, there is a dropdown menu labeled "\* Payment method" with the text "Select..." and a mouse cursor hovering over it. At the bottom of the form, there are logos for DISCOVER, JCB, MasterCard, and VISA.

9. Finalize autopayment method and click **Complete**. You will be taken back to the home page once your auto payment has been set up.



The screenshot shows a web interface titled "Auto Pay Setup" with a progress indicator showing the "Review" step is active. The main heading says "Last step! Let's make sure we have your correct information." Below this, there is a form with several fields: "Email address", "Auto pay details" (with a "Change" link), "Account holder name", "Account type", "Bank account number", and "Saved payment method". At the bottom right, there are two buttons: "Cancel" and "Complete", with a mouse cursor hovering over the "Complete" button. The footer includes a security notice: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply." and a "Secure encrypted payment" icon.

**Questions? Contact the Office of Student Accounts  
at [stuacct@laverne.edu](mailto:stuacct@laverne.edu) or 909-448-4060.**