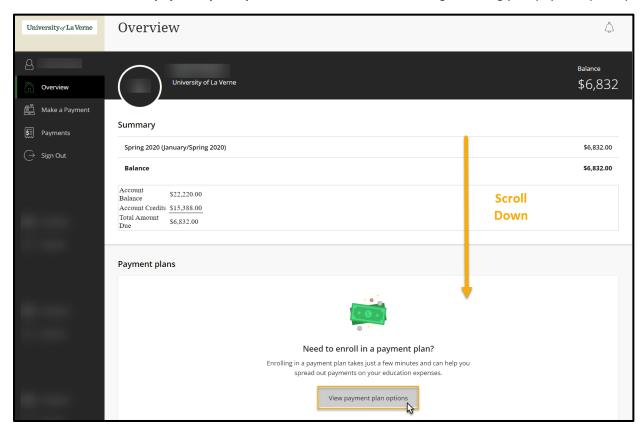
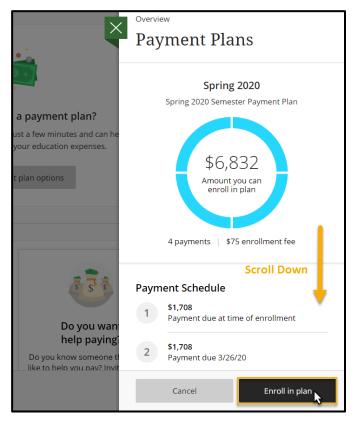
How to Set-up a Payment Plan in your My Student Account Center

- 1. Click on the LaVerne Portal and login with your username and email password.
- 2. Click on Financial Aid & Student Accounts.
- 3. Click on Student Account Services.
- 4. Click on the My Student Account Center link. This will open a new tab.
- 5. Scroll down to View payment plan options, then click on the box to begin viewing your payment plan options.



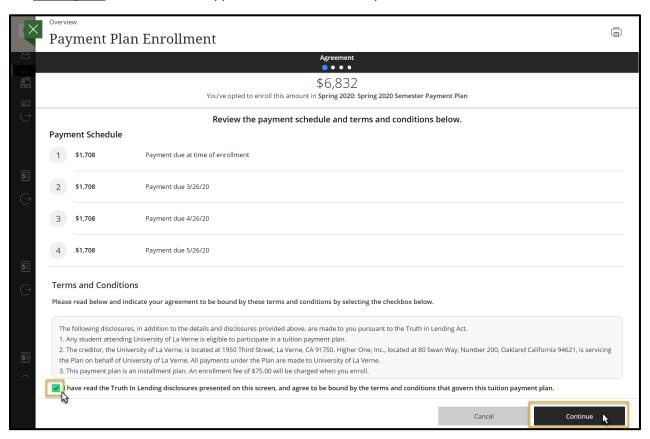
6. Review the payment plan options for your course of study, then click **Enroll in plan** to begin your payment plan set-up.



***The Payment Plan Enrollment Fee is subject to changes based on type of payment plan enrollment and/or the date of payment plan enrollment. For further information regarding the cost of your desired payment plan, please review our website at:

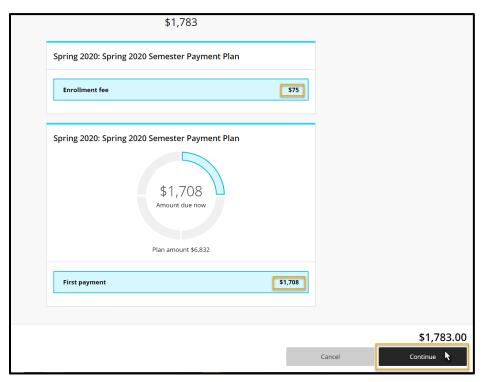
https://laverne.edu/accounts/payment-plans/.

7. Review the payment plan installation **schedule** and **Terms and Conditions** <u>prior to accepting the Truth in</u> Lending box. Once reviewed/approved, click the box and press **Continue**.

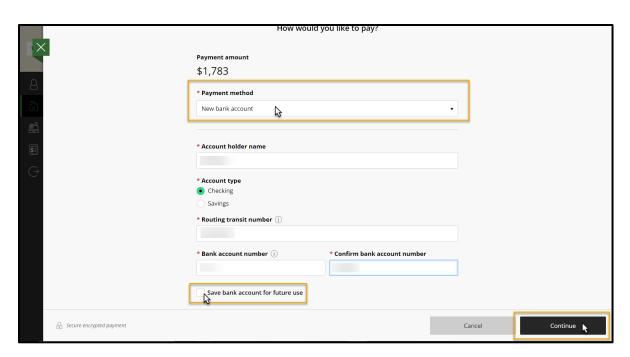


8. Review the **payment screen** to see your first payment and enrollment fee costs (**due at time of enrollment**). Press **Continue**.

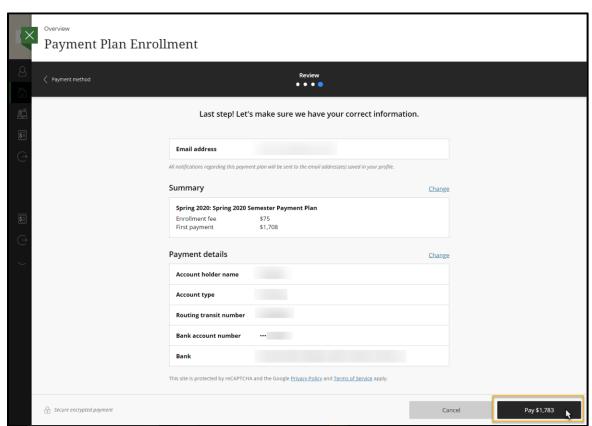
***The Payment Plan Enrollment Fee is subject to changes based on type of payment plan enrollment and/or the date of payment plan enrollment. For further information regarding the cost of your desired payment plan, please review our website at: https://laverne.edu/accounts/payment-plans/.



9. Add your **payment method** (new or previously used). Decide if you'd like to save this account for future use by **checking the box near the bottom of the selections.** Then press **Continue**.



10. Review all payment plan enrollment details. Once confirmed, press the **Pay** box at the end to <u>submit</u> <u>payment and enroll in a payment plan – *this action cannot be undone*!</u>



Questions? Contact the Office of Student Accounts at stuaccts@laverne.edu or 909-448-4060.