



RIO SALADO COLLEGE

A MARICOPA COMMUNITY COLLEGE

Student Business Services

Make a Payment or
Payment Plan Setup
GUIDE

Make a Payment or Payment Plan Setup Guide

1. Go to portal.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

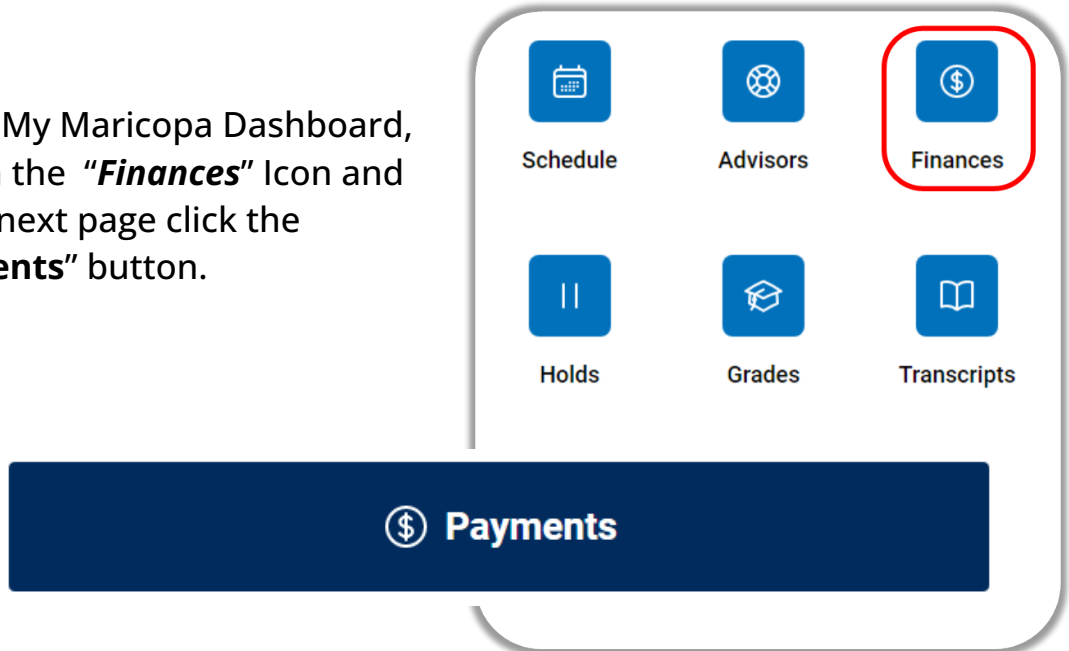
If you have not set up the **DUO Authentication** you will need this to continue.

Learn more about [Stay Safe with Duo](#). Scroll down till you see these icons on the "Stay Safe with Duo" site for the links to install.

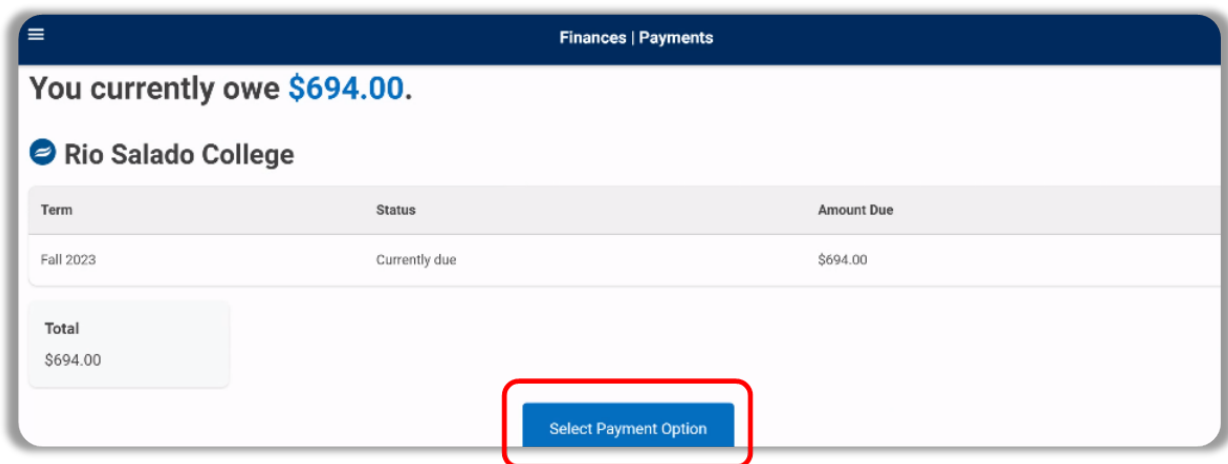


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2. On the My Maricopa Dashboard, click on the **"Finances"** Icon and on the next page click the **"Payments"** button.



3. You will be at the **"Finances | Payments"** page showing the Term(s) and the amount due for each term. Click on the **"Select Payment Option"** button to continue.



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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 continue to **Step 7** on page 6.

4. Your information will be prefilled in the contact info allowing you to verify your information. Make any changes and once done click the **"Next"** button below. (The example is blank.)

The screenshot shows the 'Create Account' page on the Nelnet website for Maricopa Community Colleges. The page has a header with the Maricopa Community Colleges logo, the Nelnet logo, and links for 'Español' and 'Customer Service'. The main heading is 'Create Account'.

The 'Contact Info' section includes a welcome message: 'Welcome. Please take a few moments to review and complete your contact information.' Below this is the 'Name' section with fields for Prefix (dropdown menu with '-- None --'), First Name*, Middle Name, Last Name*, and Suffix (dropdown menu with '-- None --').

The 'Address' section includes a Country* dropdown menu (United States), Address Line 1*, Address Line 2* (with a placeholder: 'Apartment, Suite, Unit, Building, Floor, etc.'), an 'Add another address line' link, City*, State* dropdown menu (Arizona), Zip*, and Time Zone* dropdown menu (Arizona Time).

The 'E-mail' section includes E-mail 1* and E-mail 2* fields, an 'Add another e-mail address' link, and a note: 'E-mail correspondence will be sent to all e-mails provided.'

The 'Phone Numbers' section includes a note: 'At least one phone number is required.' Below this are three rows for Daytime Phone, Evening Phone, and Mobile Phone. Each row has a country dropdown menu (all set to US), a main phone number field, and an 'Ext.' field.

At the bottom of the form, there is a green 'Next' button. A red arrow points to this button. Below the button is a small text block: 'I certify that I am the subscriber to the provided cellular or other wireless service and I authorize Nelnet and its representatives and agents to contact me regarding my account, including but not limited to, any current and future numbers that I provide for my cellular or other wireless device using automatic dialing systems, prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged to my account by my service provider(s). By clicking "Next" below, you agree to such contact related to your account.'

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

Create Account


Online Account Profile

Required fields are marked with a *

Phone Authentication

This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember.

4-Digit PIN*	<input type="text"/>
Telephone ID Question 1*	-- Select --
Question 1 Answer*	<input type="text"/>
Telephone ID Question 2*	-- Select --
Question 2 Answer*	<input type="text"/>



6. At the **Notices** screen: Please READ and click **"Continue"**.

MARICOPA COMMUNITY COLLEGES nelnet es Español ? Customer Service

Notices


Rio Salado College - Maricopa

Payment Alert

Please let your college know if you experience issues paying in full for your tuition charges or transcript fee. Student Business Services will be glad to assist you. Please call 480-731-8800 and choose the prompt for your college. Thank you. Do not show again

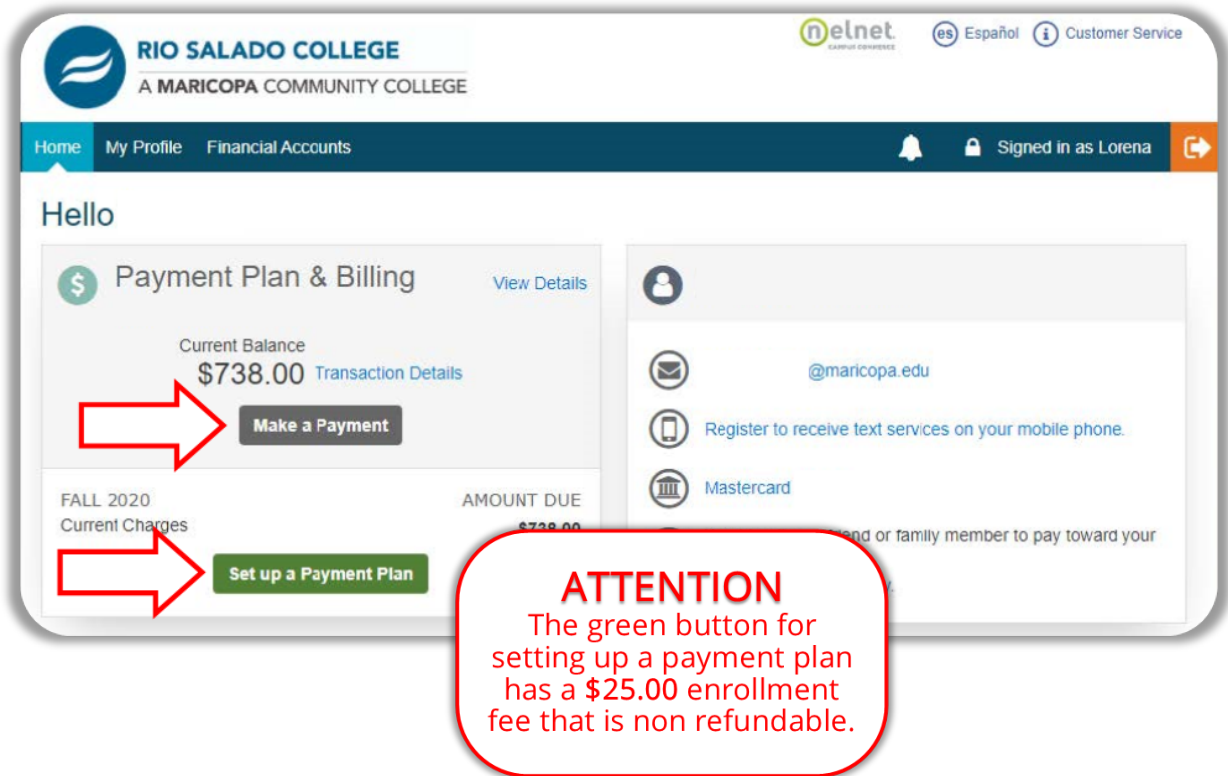
Special Notice Regarding Last Class End Date

Please be advised that any changes to your class schedule (that result in an earlier scheduled end date) after the initial set up of a payment plan will directly impact the amount and number of monthly payments of your payment plan. Do not show again



Make a Payment or Payment Plan Setup Guide

7. Once at the Nelnet Dashboard you can make a full payment shown by clicking the ***“Make a Payment”*** or the ***“Set up a Payment Plan”***.



To **Set up a Payment Plan** skip to **Steps 11** on page 9.

To **Make a Payment** continue to **Steps 8** on page 7.

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Steps 8-10 are for the *"Make a Payment"*

Three Steps to make a payment.

8. **FIRST** - Select a Payment by placing a check into the term you wish to make a payment on **and** enter in the amount you wish to make.

The screenshot shows the 'Make A Payment' interface. At the top, there are three steps: 1. Select A Payment (active), 2. Payment Method, and 3. Receipt. Below the steps, there is a 'Maricopa message here' section and a link 'Want to designate another payer?'. The main section is titled 'Select Accounts to Pay'. It contains a table with columns: ACCOUNT, CURRENT BALANCE, and PAYMENT AMOUNT. The table has one row:

ACCOUNT	CURRENT BALANCE	PAYMENT AMOUNT
<input type="checkbox"/> Student Accounts ● Fall 2019	1,535.00	\$ Enter Amount

 Below the table, there is a message: '● \$1,535.00 Eligible for Payment Plan' with a link 'Set up a Payment Plan'. At the bottom right, it says 'PAYMENT AMOUNT \$0.00'. At the bottom left, there are two buttons: 'Cancel' and 'Next - Payment Method'. Yellow arrows point to the 'Student Accounts' checkbox, the 'Enter Amount' input field, and the 'Next - Payment Method' button.

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9. **SECOND** - Select either the Bank Account or the Credit / Debit Card option and fill in the appropriate information requested. Once done you could save this information to your profile to be used again later or just click the "**Continue**" button.

Payment Method

Bank Account
 Credit / Debit Card

Credit / Debit Card Details

Payment Method Disclosure

Card transactions for Glendale Community College are processed by N

All fields are required

Card Number

Account Holder Name

Expiration Date
Month Year

Billing Address

*Country
United States

*Address
3000 N Dysart Rd
Apt., Suite, Bldg. (optional)

Add Another Line

*City
Avondale

*State
Arizona

*Zip / Postal Code
85392

Payment Method

Bank Account
 Credit / Debit Card

Bank Account Details

All fields are required

Account Holder Name

Bank Name

Account Type Checking Savings

Routing Number ?

Account Number ?

Save bank account to My Profile for future use?

Cancel **Continue**

Make a Payment or Payment Plan Setup Guide

10. **THIRD** - Verify the information looks correct and click the “Pay Now” button.

Payment Method

VISA ending in 0007
or [Add a New Account](#)

[Nelnet Returned Payment Fee Policy](#)

Total Amount

Institution Amount	\$1,535.00
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Total **\$1,535.00**

A transaction receipt will be sent to: TestAccount1@factsmgt.com. [Add](#)

Authorization

By clicking the Pay Now button, you authorize Nelnet on behalf of Glendale Community College to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

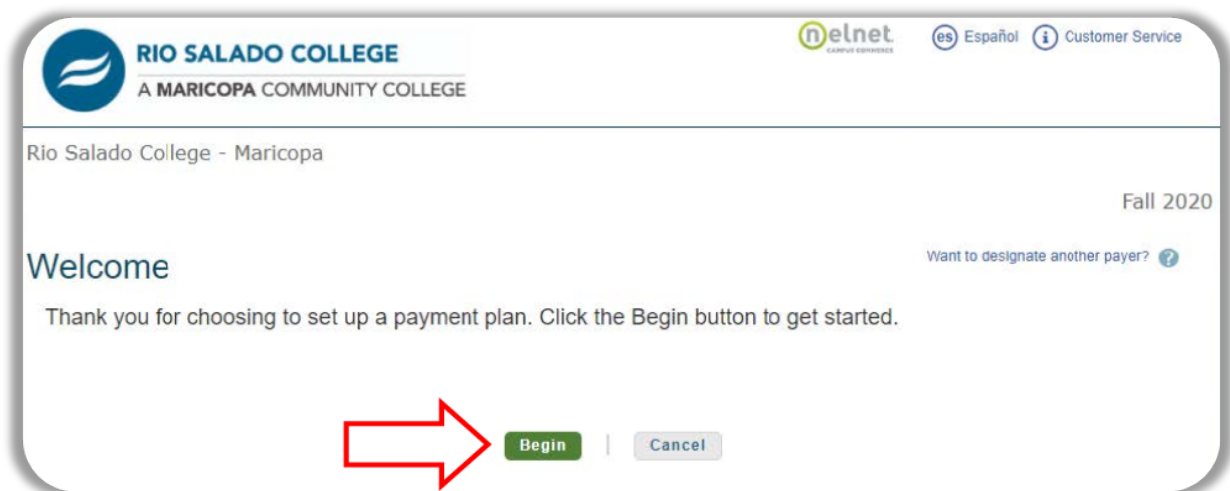
[Cancel](#) [Pay \\$1,535.00 Now](#) 

Make a Payment or Payment Plan Setup Guide

Steps 11-19 are for the “*Set up a Payment Plan*”

There are **Six Steps** for the payment plan progress, you will be taken through step-by-step.

11. When you select the “Set up a Payment Plan” option you will be taken to a **Welcome** page, click the “**Begin**” button to start.



Make a Payment or Payment Plan Setup Guide

12. **FIRST**, you will need to verify **Contact Information** and click the **"Next"** button when completed.

The screenshot displays the 'Contact Information' step of a payment setup process. At the top, the Rio Salado College logo and 'A MARICOPA COMMUNITY COLLEGE' are visible, along with 'nelnet' and 'Español' options. The page title is 'Rio Salado College - Maricopa' and the term is 'Fall 2020'. A 'Progress Tracker' shows seven steps: Contact Information (active), Amount Due, Plan Options, Payment Details, Payment Schedule, Review & Authorize, and Thank You. The 'Contact Information' section includes a 'Demographics' form with fields for 'Student ID*', 'Name', and 'E-mail Addresses'. There are checkboxes for 'Please send me e-mail payment reminders' and 'Use e-mail for correspondence'. A red arrow points to the 'Next' button at the bottom of the form. A disclaimer box on the right states: 'I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize Nelnet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s).'

Make a Payment or Payment Plan Setup Guide

13. **SECOND**, verify the amount due and click **"Next"**.

The screenshot displays the 'Amount Due' step in a payment setup process. At the top, the Rio Salado College logo and 'A MARICOPA COMMUNITY COLLEGE' are visible. The page title is 'Rio Salado College - Maricopa' and the term is 'Fall 2020'. A progress tracker shows the current step, 'Amount Due', is highlighted in green. Below the tracker, a table lists the amount due for a student.

Name	Amount Due	
	738.00	View Details

At the bottom of the interface, there are three buttons: 'Back', 'Next', and 'Cancel'. A red arrow points to the 'Next' button.

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14. **THIRD**, is the **Payment Plan Options**. Select the option by clicking on the circle and then click “Next”.

Rio Salado College - Maricopa

Summer 2022

Progress Tracker

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

Payment Plan Options

Amount Due to Rio Salado College - Maricopa: \$738.00

Select a payment schedule Show: All Items Selected

Select	Payment Method	Down Payment (Due Today)	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee (Due Today)
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit/Debit Card	\$15.00	3	May 2	\$241.00	5th	26 Apr 2022	\$25.00

Back Next Cancel

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

Payment Plan Options

Amount Due to Rio Salado College - Maricopa: \$738.00

Select a payment schedule Show: All Items Selected

Monthly Payments

Select	Payment Method	Down Payment (Due Today)	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee (Due Today)
<input checked="" type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit/Debit Card	\$15.00	3	May 2	\$241.00	5th	26 Apr 2022	\$25.00

Payment Plan Enrollment Fee

There is a nonrefundable payment plan enrollment fee to participate in the option you selected.

OK Cancel

Back Next Cancel

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16. Payment Details page will appear, you need to click the drop-down arrow to select which payment detail you will use for the payment plan. You can use a Bank Account (Checking or Savings) or Debit/Credit Card. All payments will be withdrawn automatically.

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

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

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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17. **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.

Progress Tracker

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

Payment Details

Please enter your primary financial account for payments

Pay using ⓘ

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

Rio Salado College - Maricopa allows you to pay using: a bank account (checking or savings) or a credit/debit card (Visa, Mastercard, Discover or American Express).

Down Payment

Required Down Payment Amount \$15.00

Amount Due Today

Pay using (Change)

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

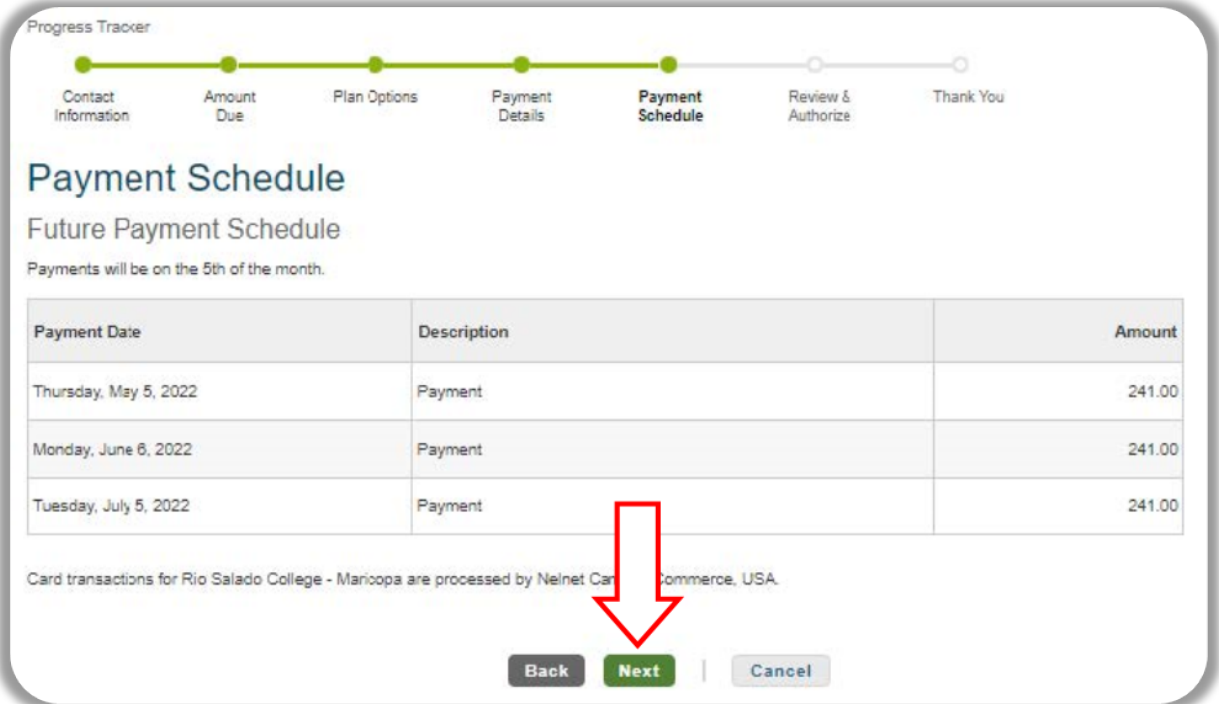
Down Payment to Rio Salado College - Maricopa View Details	15.00
Enrollment Fee View Details	25.00
Amount Due Today	\$40.00

Remaining Amount

Total Amount Remaining for Payment Plan	\$723.00
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18. **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

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

[Back](#) **[Next](#)** [Cancel](#)

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

Rio Salado College - Maricopa

Progress Tracker

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

Review & Authorize

Netnet Returned Payment Fee Policy

Amount Due Today \$40.00 Payment Method Mastercard - 8344 (Change)	Remaining Amount \$723.00 Payment Method Mastercard - 8344 (Change)
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I have read and accept the terms and conditions of this payment plan (Plan details and Terms and Conditions are listed below)

Back **Authorize** Cancel

Your Payment Plan is set up!