

VETERANS DEFERRED PAYMENT PLAN INSTRUCTIONS

Students utilizing military benefits are eligible to enroll in a deferred payment plan. Enrollment into the deferred payment plan prevents a student's classes from being dropped for non-payment until:

1. The student's education benefit covers the cost of tuition and fees
2. The student covers the cost of tuition and/or fees by the designated installment dates
 - Not all military benefits cover the full cost of tuition or fees. Please understand what your financial obligations will be prior to enrolling in the plan. You may contact Veterans Services at (630)942-3814 if you have any questions.

Enrollment Instructions:

1. Log into your [myACCESS](#) student account using your user name and password.
2. Click on **myACCESS for Students**.
3. Under Student Payment Information section, click **Enroll in Active/Deferred Payment Plan** link.
4. Select the correct academic term from the dropdown box and click **CONTINUE**.
5. Read the "Payment Plan Terms and Conditions". When finished, check the user acknowledgement box and click **CONTINUE**.
6. Under your Student Account balance, click the **Enroll in Payment Plan** link.
7. Choose the applicable term from the Select Term dropdown box, and then click **Select**.
8. A payment plan should appear for the selected semester. Click on the **Select** link.
 - If the plan does not include "**Summer 2019 - Anticipating Veteran Benefits**", it is not the correct payment plan. Please contact Veterans Services at (630)942-3814.
9. Review the payment schedule before completing your enrollment. Click on **Continue**.
10. Choose a method of payment from the dropdown box, and then click **Select**.
 - If you have used the plan before, saved payment options will be available. Using a saved payment method allows you to skip steps 11-13 & advance to item 14.

Step	For Credit/Debit Card Payments	For Checking/Savings Payments
11	Enter the card # and click Continue	Enter the following information: <ul style="list-style-type: none"> - Name on the account - Account type - Bank Routing/Account # - Name for payment method
12	Enter the following information: <ul style="list-style-type: none"> - Name as it appears on card - Expiration date of card - 3-4 digit verification code - Name for your payment method 	If you wish to designate your account to receive funds from COD (for refund purposes), check the box under Refund Options

13. Click **Continue**
14. Please review the Payment Plan Agreement. You must scroll through the full agreement and check the "I agree" box, then click the **Continue**. By agreeing and continuing, you will be submitting a payment of \$5.00 as a part of your enrollment.
15. A confirmation page will appear, letting you know that your payment and enrollment were successful. A copy of this transaction will be sent to your student email address.
16. You may now log out of your student payment portal by clicking Logout on the top, right-hand side of the window.