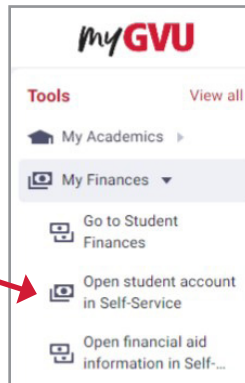
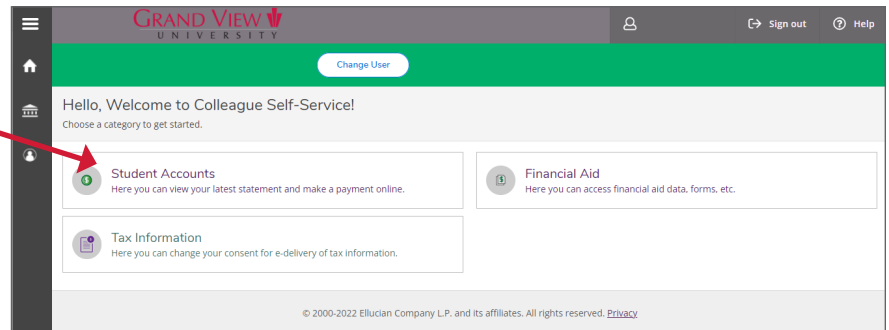


## PAYMENT PLAN INSTRUCTIONS

To set up your payment plan,  
go to **myGVU > My Finances >**  
**Open Student Account in Self Service.**

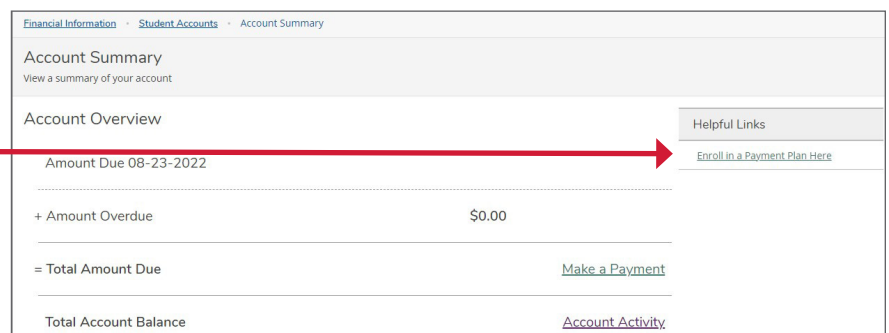


In **Self Service**, click on **Student Accounts**  
to see your account summary.



In **Account Summary**, you can enroll in  
a payment plan or submit payment.

Click **Enroll in a Payment Plan.**



The ACI website is not yet mobile friendly.

On the **Enroll in a Plan** page, fill out the Student Information and select an Available Plan.

Enter:  
**Student ID**  
**First Name**  
**Last Name**

Select one of the **Available Plans**.  
Each payment plan has a due date of the 5th of each month. There is a 15-day grace period before a \$20 late fee is assessed by Official Payments and your account will be coded late with Grand View. A late fee will then be assessed of 1.5% on the student's outstanding balance.

Click **Continue**

Enter **Plan Amount**

If you choose a twelve-month payment plan, double the amount due for the Fall statement. This provides the amount due for the fall and spring, assuming the student does not drop below the current enrollment status.

Click **Calculate**

The **Application Fee** displays the amount due today.

**Installments** displays the amounts to be paid by the 5th of the month.

To schedule automatic payments, click the **box next to "I would like to schedule automatic payment for my plan installments."**

Click **Sign Up**

Enter your information to create a **Username** and **Password**.

After creating an account, you must accept the terms of the payment plan.

Click the **I accept checkbox**

Click **Continue**

This screen identifies the **Student Information**, **Amount Due Today** and **Installments**.

If you chose automatic payments, you will be able to change the due date. You have 15 days after the 5th before the account is considered late. A notice will pop up if you change the due date to any day other than the 5th.

If you already stored an account with Official Payments, you would be able to select the **Stored Account**. If you have not stored an account for the payment plan, click **Make Payment**.

This opens another window asking for **payment with an e-check or credit card**.

If a credit card is used for the application fee or the installment payments, a 2.35% service fee will be charged on the payment.

If you have questions, contact Viking Central at 515-263-2807 or [vikingcentral@grandview.edu](mailto:vikingcentral@grandview.edu).