SIGN UP FOR AN AUTOMATIC PAYMENT PLAN

When you go to www.nyack.edu/sfs/payplan you should see the following:

Automatic Payment Plan

Click on the “Sign up for a PAYMENT PLAN” option. Upon clicking, you should see the following:

Click on “create a username & password” to continue.
Please enter your email address in the provided space:

Register

Please enter your e-mail address.

E-mail Address*  

[Input field]


Do not have an e-mail address?

The next step is to click on “create a new NBS account”.

Register

Welcome! Thank you for using NBS.

Please take a few moments to create a user account.

[Button] Create a new NBS account |

Already have an account with NBS?
The registration page will show the following. Please put in as much information as possible.

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<table>
<thead>
<tr>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Info</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
</tbody>
</table>

All correspondence will be sent via e-mail only. Correspondence will be sent to all e-mails provided. |
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After submitting your information, you should see the following. Please create a username, password, and then confirm your password.

You must then select some password reset questions. Please think carefully of answers you will be able to remember in the event you need to retrieve your password in the future. Then click “SUBMIT”.

Upon submitting, you will see the following with the option to click on “Set up a Payment Plan”. Please click on that option.
The next step is to select your term. The two options to immediately view are “Manhattan Annual” and “Manhattan Fall”. There is a scroll option on the right to view more term options. If you are unable to see the scroll down, please click within the mini window and the scroll down should become more visible.

There are a variety of different terms you could select:

- Manhattan Annual
- Manhattan Fall
- Nyack College Past Due
- Nyack College Special
- Nyack SADE
- Rockland Annual
- Rockland Fall

If you are unsure what term to select, please contact your financial aid counselor to ensure you are selecting the correct term for yourself.
The term you have selected should be titled on your screen. In this tutorial we have selected “Rockland Annual” as confirmed in this screen. Whichever term you have selected should be titled on this next screen.

Click on begin if you have the correct term.

The next step is to fill out the appropriate contact information. Please put in the student ID number. The student ID number is listed in your bill. Make sure your contact information is correct. You can opt to receive email correspondence if you prefer.

Click “Next”. 
The following screen will ask for the student information, whether you are the student or not. This information is not synced with information in the Nyack system, so please click “Add Student”. You can then fill out the student’s first and last name:
This is what the screen will look like once you have added the name. If you have previously added student information before, this is also the screen that you would see. Select the student then click “Next”.

The next screen will ask how much you want to sign your payment plan up for. You can review your balance due by viewing your school bill. In this tutorial, we are signing up for an annual payment plan in the amount of $1,000. Do NOT include the enrollment fee in the “Amount Due” section. The enrollment fee will automatically be generated.

Once you put in the amount due, click “Next”.
You will then see different payment plan options. *If you are unsure of this step, please contact your financial aid counselor to discuss the different options.* In this tutorial, we are choosing the 9 month payment plan that will begin August 2015 and end after 9 payments. The $60 enrollment fee is calculated here. Click “Next”.

A pop up will appear that will remind you that there is a $60 nonrefundable enrollment fee. This fee will be deducted today after you complete your registration. You must click “OK” to move forward. This fee is NONREFUNDABLE even if you terminate your payment plan. NBS collects this fee and Nyack College cannot refund this money to you.
The next screen asks for Payment Details. You can click the drop down arrow and select an option to pay with a bank account or with a credit card.

If you select the “Bank Account” option, you will see the following screen. Please fill out all the information regarding your bank account.
If you select “Add Credit Card”, you will see this screen instead:

Add Account

Credit Card Details
Please enter your name exactly as it appears on your Credit Card.

Account Holder Name*

Card Number*

Card Brand* -- Select --

Expiration Date* -- Select -- / -- Select --

Billing Address
Please enter the address as it appears on your billing statement.

Country* United States

Address Line 1* 1 South Blvd

Address Line 2 Apartment, Suite, Unit, Building, Floor, etc. Add

City* Nyack

State* New York

ZIP/Postal Code* 10960

Save Cancel

Please fill out your credit card information.

Once you have finished registration, your bank account or credit card will be charged the enrollment fee and the deposit (if applicable to your particular payment plan). At any time you can log in to the website to view details regarding your payment plan.

Of course, if you have any questions regarding your payment plan, please contact your Financial Aid Office:

Rockland: 800-799-6248

Manhattan: 877-626-2346

Thank you, and you are one step closer to furthering your education at Nyack!