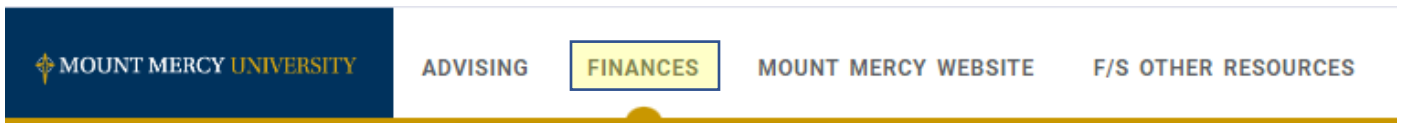


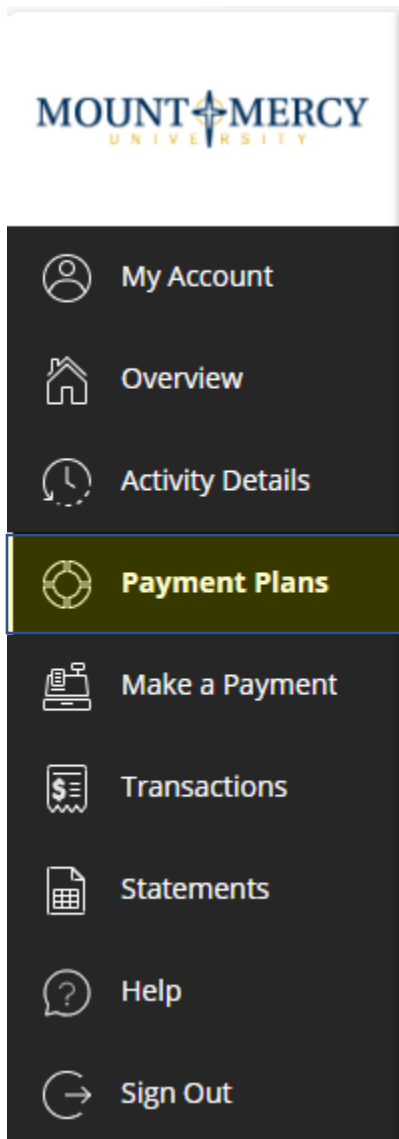
Instructions for Setting up a Payment Plan

The payment plan will become available once the first statement of the semester is published – which can be viewed on the [CashNet](#) site under Statements. The payment plan costs \$75.00 per semester to enroll and is due upon enrollment. **NO LATE** enrollments will be allowed. The payment plan breaks the student’s current balance into four equal payments that are due on the 10th of the month. Auto pay is available for the payment plan: if auto pay is set up, all scheduled payments will occur on the payment plan due dates. The goal of the payment plan is to have the current semester’s balance paid in full by the end of the current semester.

1. Sign in through myMountMercy (<https://selfservice.mtmercy.edu/>) and open the Finances tab and then select *CashNet*



2. Once on the Overview page, select *Payment Plans* from the menu



3. Next, Select *View Payment Plan Options*

My Account

Overview

Activity Details

Payment Plans

Make a Payment

Transactions

Statements

Help

Sign Out

Current plans

Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[View payment plan options](#)

4. Next, Select *Enroll in Plan*

Payment Plans

Payment Plans

Semester
Installment Payment Plan

Amount you can enroll in plan

4 payment: \$75 enrollment fee

Payment Schedule

- 1 Payment due
- 2 Payment due
- 3 Payment due
- 4 Payment due

Auto pay available: If you set up auto pay, all scheduled payments will occur on the payment plan due dates.

Plan Details

Enrollment fee: There is an enrollment fee of **\$75 due** upon enrollment, to participate in this plan. This fee covers costs associated with the administration of the plan, and is in addition to the plan amount of

Installment Payment Plan

[Cancel](#) [Enroll in plan](#)

5. Please read the information on the next screen carefully:
- The next screen will detail the total budget amount, enrollment fee (\$75.00 which is due at the time of enrollment in the payment plan/each semester) and installment payments. Please note the due date of the first payment. After reading the Terms and Conditions, indicate agreement by selecting the agreement checkbox at the bottom of the screen. Select *Continue*.

Payment Plan Enrollment

Step 1 of 4: Agreement

You've opted to enroll this amount in [redacted] Semester: [redacted] Installment Payment Plan

Review the finance information, payment schedule, and terms and conditions below.

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
[redacted]	\$75	[redacted]	[redacted]

Payment Schedule

- [redacted] Payment due: [redacted]
- [redacted] Payment due: [redacted]
- [redacted] Payment due: [redacted]
- [redacted] Payment due: [redacted]

Late charge: If a payment is late, you will be charged a fee as specified in the Terms and Conditions.

Prepayment: If you pay off early, you will not be entitled to a refund of the finance charge.

See your terms and conditions for any additional information about nonpayment, default, any required repayment in full before the scheduled date, and prepayment refunds and penalties.

I have read the Truth In Lending disclosures presented on this screen, and agree to be bound by the terms and conditions that govern this tuition payment plan.

Cancel **Continue**

6. The next screen shows what needs to be paid to complete the Payment Plan enrollment.

Payment Plan Enrollment

Step 2 of 4: Pay amount

Payment due at time of enrollment: [redacted]

[redacted] Semester: [redacted] Installment Payment Plan

Enrollment fee: **\$75**

[redacted] Semester: [redacted] Installment Payment Plan

Amount due now: [redacted]

Plan amount: [redacted]

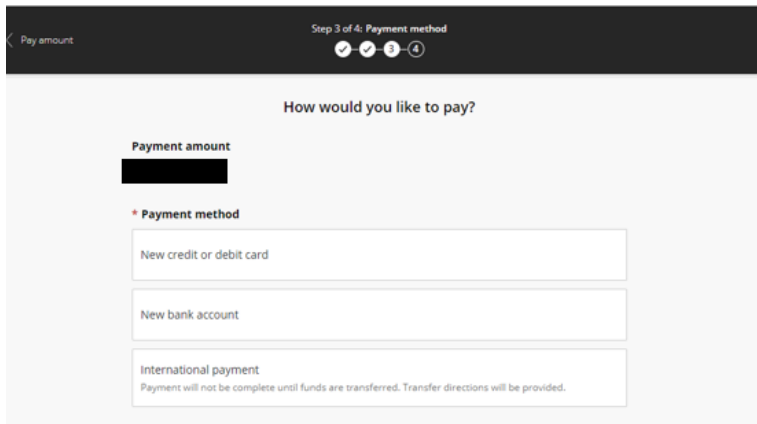
First payment: [redacted]

Payment

Cancel **Continue**

7. The next page will provide the payment options available: credit card, debit card, electronic check, or international payment

- a. There is a 2.85% convenience fee on domestic cards and a 4.25% convenience fee on international cards



8. Enter payment information

- a. Payment methods can be saved for future use
- b. For your convenience, you can elect to enroll in automatic payments using a saved payment method or another payment method.

***If you do not elect for automatic payments, you are responsible for going online each month and paying the installments.

Credit or Debit Card Payment

*** Payment method** [Change](#)

New credit or debit card

AMERICAN EXPRESS DISCOVER JCB UnionPay MasterCard VISA

*** Card number**

① Card number required

*** Expiration date** *** Security code** ①

MM / YY

*** Zip/Postal code**

International cardholders may input "N/A"

Save card for future use

Set up auto pay with the same payment method

Electronic Check Payment

New bank account

Important: Payments can be made from personal checking or savings accounts only. Corporate accounts are not allowed.

*** Account holder name**

① Account holder name required

*** Account type**

Checking

Savings

*** Routing transit number** ①

*** Bank account number** ① *** Confirm bank account number**

Save bank account for future use

Bank account terms and conditions

By checking the box below, you authorize Mount Mercy University to withdraw payment for the amount indicated from your account. You represent you have authority to withdraw funds from the deposit account selected. Because this is an electronic transaction (also called an ACH transaction), the payment funds may be withdrawn from your account on the payment date.

I agree

Set up auto pay with the same payment method

International Payment

* Payment method

[Change](#)

International payment


Payment will not be complete until funds are transferred. Transfer directions will be provided.

* What country are you paying from?

Select...


 Selection required



*** International payment option**


Bank Transfer 


To pay by Bank Transfer, you will first need to enter information about the student and the payer.

Student information


*** Name**



*** Phone number**
 


*** Email address**


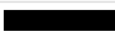
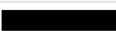
*** Date of birth**
MM/DD/YYYY 

Student's current address

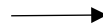
*** Country**


*** Street address**



*** City**


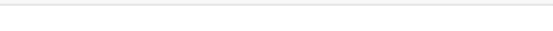
*** State / Province** *** Zip / Postal code**
 



Enter N/A if not applicable

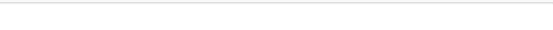


Payer information


*** Who is making the payment?**


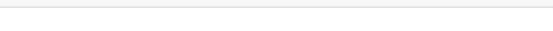
*** Name**


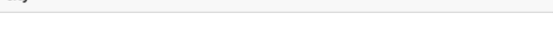
*** Phone number**
 

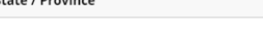
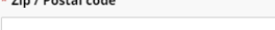
*** Email address**


Payer's current address


*** Country**


*** Street address**


*** City**


State / Province *** Zip / Postal code**
 

Enter N/A if not applicable

 I have read and agree to the international payment [terms and conditions](#).

9. On the next screen, acknowledge and accept the terms and conditions of the payment being processed.
10. Confirm the payment data and amount are accurate.
11. Input the email address to receive payment confirmation/receipt.

Need to enroll in a payment plan?
Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.
[View payment plan options](#)

Last step! Let's make sure we have your correct information.

* Email address
[Redacted]

Summary [Change](#)

Account Balance	[Redacted]
Balance	[Redacted]
Subtotal	[Redacted]
Service fee	[Redacted]
Total	[Redacted]

Payment details [Change](#)

Card number	[Redacted]	[Redacted]
Expiration date	[Redacted]	
Zip/Postal code	[Redacted]	

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Secure encrypted payment Cancel Pay [Redacted]

12. Review that all the information is accurate and select *Pay* to complete enrollment in the payment plan
13. Finally, payment plan enrollment confirmation and payment receipt will be provided.



Thank you for your payment

You have a remaining balance of [Redacted]

The payment receipt [Redacted] was sent to:



****For assistance and further questions, there is a Help button in the upper right corner of the application OR contact the Student Accounts Representatives (located in the Business Office) at 319-368-6467.***