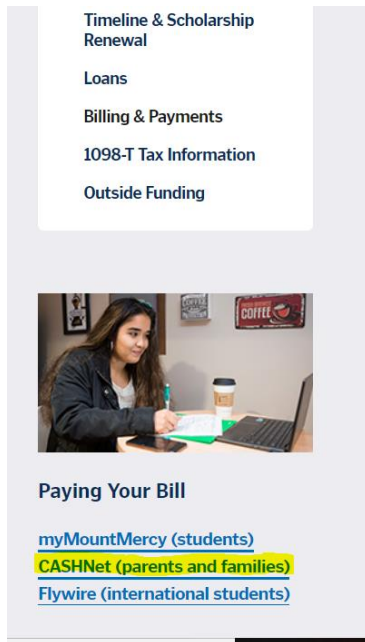


## Instructions for Setting up a Payment Plan

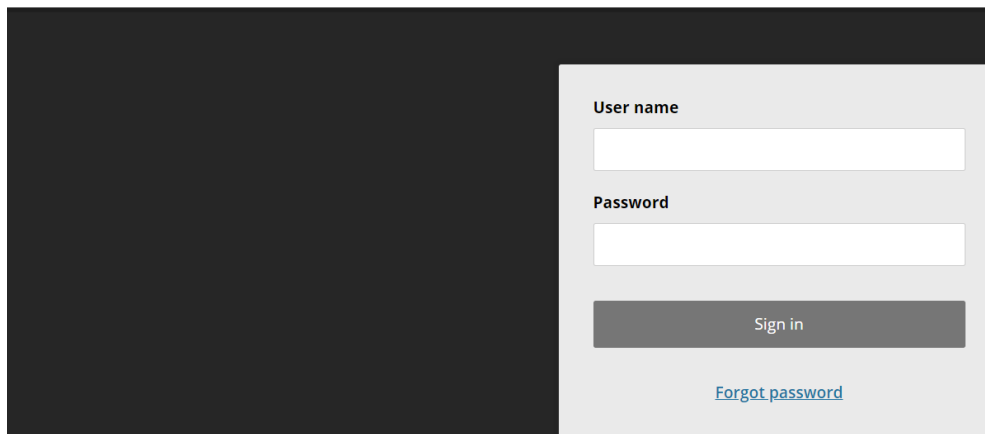
Students: Sign in through [myMountMercy](#) and open the Finances tab and then CashNet -



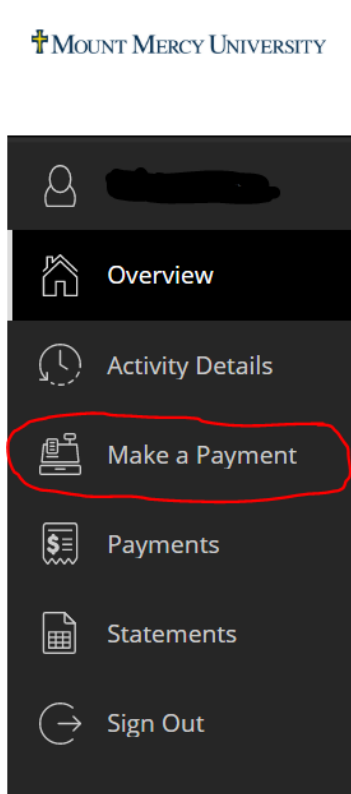
Parents: <https://www.mtmercy.edu/student-accounts>



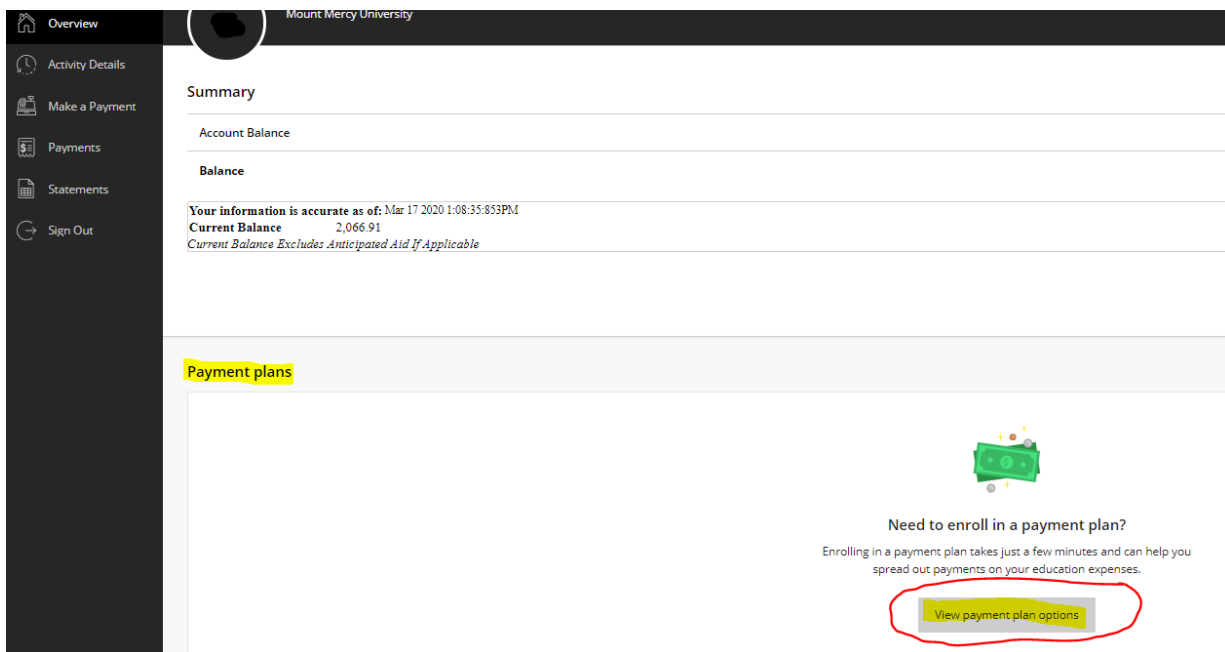
Login using the Parent Pin and Password assigned to you by CashNet when your student granted you access to the online payment system. If you have lost your password, your student can reset it. (See links to instructions on [Student Accounts webpage](#) for granting access and password reset.)

A screenshot of the login form for the parent account. It has a dark background. The form is light gray and contains the following elements: a 'User name' label above a text input field, a 'Password' label above another text input field, a 'Sign in' button, and a 'Forgot password' link below the button.

On the Overview page, select [Make a Payment](#) on the left side.



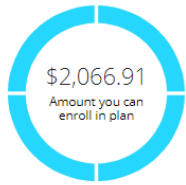
Next [View payment plan options](#) –



## Next Enroll In plan -

### Payment Plans

2020 Spring Semester  
Spring 2020 Installment Plan



\$2,066.91  
Amount you can enroll in plan

4 payments | \$50 enrollment fee

#### Payment Schedule

1	\$516.73 Payment due at time of enrollment
2	\$516.73 Payment due [REDACTED]
3	\$516.73 Payment due [REDACTED]
4	\$516.72 Payment due 4/15/20

#### Plan Details

*Enrollment fee: There is an enrollment fee of \$50, due upon enrollment, to participate in this plan. This fee covers your school's administrative costs associated with the plan, and is in addition to the plan amount of \$2,066.91.*

Please read the information on the next screen and [Accept](#).

The next screen will detail your total budget amount, enrollment fee (\$50 which is due at time of enrollment in the payment plan) and your installment payments. Please note the Due Date for your first payment. After reading the Terms and Conditions, indicate your agreement by checking the agreement checkbox at the bottom of the screen. Click Continue.

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

ANNUAL PERCENTAGE RATE <small>The cost of your credit as a yearly rate.</small>	FINANCE CHARGE <small>The dollar amount the credit will cost you.</small>	Amount Financed <small>The amount of credit provided to you or on your behalf.</small>	Total of Payments <small>The amount you will have paid after you</small>
142.84%	\$50	\$2,066.91	\$2,116.91

#### Payment Schedule

1	\$516.73 Payment due at time of enrollment
2	\$516.73 Payment due [REDACTED]
3	\$516.73 Payment due [REDACTED]
4	\$516.72 Payment due 4/15/20

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.

#### Itemization of Amount Financed

Amount paid on your account: \$2,066.91

**E-Sign Disclosure and Consent**

This E-Sign Disclosure and Consent ("Disclosure"), applies to all communications for the tuition payment plan offered by Higher One, Inc. on behalf of Mount Mercy University. The words "we," "us," and "our" refer to Higher One, Inc. as used in this Disclosure. "Plan" means your tuition payment plan serviced by us. "Communication" means any customer agreements or amendments thereto, disclosures, notices, responses to claims, transaction history, privacy policies and all other information related to the Plan, including but not limited to information that we are required by law to provide to you in writing.

- Scope of Communications to be Provided in Electronic Form:** When you enroll in a Plan, you agree that we may provide you with any Communications in electronic format and that we may discontinue sending paper Communications to you, unless and until you withdraw your consent as described below. Your consent to receive electronic Communications and transactions includes, but is not limited to: (i) all legal and regulatory disclosures and Communications associated with the Plan; (ii) notices or disclosures about a change in the terms of your Plan or associated payment feature; and (iii) any privacy policies and notices.
- Method of Providing Communications to You in Electronic Form:** All Communications that we provide to you in electronic form will be provided either (1) via email, (2) by access to a website that we will designate in an email notice we send to you at the time the information is available, or (3) to the extent permissible by law, by access to a website that we will generally designate in advance for such purposes.
- How to Withdraw Consent:** You may withdraw your consent to receive Communications in electronic form by contacting us at 877-402-4937. At our option, we may treat your provision of an invalid email address, or the subsequent malfunction of a previously valid email address, as a withdrawal of your consent to receive electronic Communications. We will not require any fee to process the withdrawal of your consent to receive electronic Communications however your access and use of the Higher One website and your Plan will be terminated. Any withdrawal of your consent to receive electronic Communications will be effective only after we have a reasonable period of time to process your withdrawal.
- How to Update Your Records:** It is your responsibility to provide us with true, accurate and complete email address, contact and other information related to this Disclosure and your Plan and to maintain and update promptly any changes in this information. You can update information (such as your email address) through the student portal at [my.mountmercy.edu](http://my.mountmercy.edu).
- Hardware and Software Requirements:** In order to access, view and retain electronic Communications that we make available to you, you must have: an Internet browser that supports 128 bit encryption; sufficient electronic storage capacity on your computer's hard drive or other data storage unit; an email account with an internet service provider and email software in order to participate in our electronic Communications program; a personal computer (or PC) with a minimum 128MB or higher for Macintosh, Power Macintosh, Power PC 650 processor, 128 Mbc base or higher), operating system and telecommunications connection to the internet capable of receiving, accessing, displaying and either printing or storing Communications received from us in electronic form via a plain text-formatted email or by access to our website using one of the browsers specified below. We recommend that you use our website with a supported browser. The following is a list of browsers supported by Higher One, Inc.: Internet Explorer (on Windows) Versions 8.0 and 10.0, and Firefox (on Windows) Version 30.0 (Safe) (on OS X) *Internet Release Only*.
- Requesting Paper Copies:** We will not send you a paper copy of any Communication, unless you request it or we otherwise deem it appropriate to do so. You can obtain a paper copy of an electronic Communication by printing it yourself or by requesting that we mail you a paper copy, provided that such request is made within a reasonable time after we first provided the electronic Communication to you. To request a paper copy, contact us by 877-402-4937. We may charge you a reasonable service charge for the delivery of paper copies of any Communications provided to you electronically pursuant to this authorization. We reserve the right, but assume no obligation, to provide a paper (instead of electronic) copy of any Communication that you have authorized us to provide electronically.
- Communications in Writing:** All Communications in either electronic or paper format from us to you will be considered "in writing." You should print or download for your records a copy of this Disclosure and any other Communication that is important to you.
- Federal Law:** You acknowledge and agree that your consent to electronic Communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend that the Act apply to the fullest extent possible to validate our ability to conduct business with you by electronic means.
- Termination/Changes:** We reserve the right, in our sole discretion, to discontinue the provision of your electronic Communications, or to terminate or change the terms and conditions on which we provide electronic Communications. We will provide you with notice of any such termination or change as required by law.
- Consent:** By selecting "I Agree" you hereby give your affirmative consent to provide electronic Communications to you as described herein. You further agree that your computer satisfies the hardware and software requirements specified above and that you have provided us with a current email address at which we may send electronic Communications to you.

The featured words and symbols used to identify the source of goods may be the trademarks of their respective owners.

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

The next screen shows what needs to be paid to complete the Pay Plan set-up. It also gives you the options of payment methods – credit/debit card or electronic check. **There is a 2.75% convenience fee on domestic cards and 4.25% convenience fee on international cards.**

Enter payment information – You can save the payment method for future use by providing a name at the bottom (i.e. Mom’s VISA or Dad’s checking)

**Credit/Debit Card -**

How would you like to pay?

Payment amount  
\$516.73

\* Payment method  
New credit or debit card

\* Card number

(?) Card number required

\* Expiration date  \* Security code

MM / YY

\* Zip/Postal code

Save card for future use

**Or Electronic Check -**

How would you like to pay?

Payment amount  
\$516.73

\* Payment method  
New bank account

\* Account holder name

(?) Account holder name required

\* Account type  
 Checking  
 Savings

\* Routing transit number

\* Bank account number  \* Confirm bank account number

Save bank account for future use

On the next screen you will acknowledge and accept the terms and conditions of the payment being processed.

Confirm the payment data and amount are correct. Submit payment.

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

\* Email address  
jromney.edu

Summary [Change](#)

Account Balance  
Amount: \$516.73

Payment details [Change](#)

Account holder name  
Account type: Checking  
Bank account number  
Saved payment method

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

Cancel Pay \$516.73

For your convenience, the next screen allows you to enroll in automatic payments for your payment plan 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.

If setting up automatic payments, you will be asked to name the payment source and reenter the email address. You may also enter an additional email for payment confirmation.

On the next screen, you'll be asked to review and click "Submit" to complete your enrollment in the automatic payment plan.

Finally, you will receive confirmation that you are enrolled in the payment plan.

If you have difficulty setting up your payment plan or have further questions, there is a Help button in the upper right corner of the application or call Jessi at 319-363-1323 Ext. 1571 (last names starting A-R) or Katie at 319-363-1323 Ext. 1604 (last names starting S-Z).