

Iona College  
offers  
Nelnet Business Solutions  
as our Payment Plan Provider

To enroll in the Nelnet Business Solutions (NBS) Payment Plan you must log into your student account in PeopleSoft. After reading these instructions please click on the link below and you will be taken directly to the PeopleSoft log-in screen. (Please note, to use the PeopleSoft link, Adobe Reader 7 is required. Available at: <http://adobe.com/products/acrobat/readstep2.html>)

**Before you log in please make sure you have the following information available:**

1. Your Iona seven-digit student ID number.
2. The name, address and e-mail address of the person responsible for making payments.
3. To protect your privacy, you will need to create your own unique NBS access code. Please be sure it is something you can easily remember.
4. Account information for the person responsible for making payments.
5. *If paying by automatic bank payment from your checking account*, you will need the bank name, telephone number, account number and bank routing number.
6. *If paying by credit card*, you will need the credit card number and expiration date.

Please click on this link to take you to your PeopleSoft log in screen:

[www.ionacollege.edu/peoplesoft](http://www.ionacollege.edu/peoplesoft)

Once logged in, follow the navigation below to set up your payment plan online:

1. Self Service
2. Campus Finances
3. ***DO NOT CLICK "MAKE A PAYMENT". Click Account Inquiry***
4. Click "Enroll in Payment Plan" on the Summary tab and follow the step by step instructions at the NBS enrollment site.

*Please note that the amount of your total payment plan is an automatic feed from your PeopleSoft account. You will not be able to change the amount of your payment, as PeopleSoft will be automatically updating the plan balance as changes are made to the student account. Therefore, the amount of the payment deducted from your checking account or charged to your credit card may vary from month to month. You will be advised via email from NBS if your monthly payment will change.*