

Payment Plan Enrollment Instructions (Student)

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.

(Note: Use of the PeopleSoft link requires Adobe Reader 7. Adobe Reader updates and downloads are available at: <http://adobe.com/products/acrobat/readstep2.html>.)

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

1. The name, address and e-mail address of the person responsible for making payments.
2. Account information for the person responsible for making payments.
3. *If you are paying by automatic bank payment from your checking account, you will need the bank name, telephone number, account number and bank routing number. Most of this information is located on your check.*
4. *If you are paying by credit card, you will need the credit card number and expiration date.*
5. To protect your privacy, you will need to create your own unique NBS access code. Please ensure that it is something you can easily remember.

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

www.iona.edu/peoplesoft

Once logged in, follow the navigation below to set up your Payment Plan online:

Self Service > Campus Finances > Account Inquiry > Enroll In Payment Plan (Make sure your internet settings allow pop ups) > Follow any instructions found on the NBS enrollment site

* Be advised that Iona will terminate the Payment Plan after a default of two or more payments.

** You must re-enroll in the payment plan at the start of each term.

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.