

Making Additional Payments against a Payment Plan using the New Payment Plan Dashboard

Payments can be made towards a payment plan at any time, but this **MUST** be done on the **Payment Plan Dashboard**. Making a payment directly in *MyKU* will NOT post to the plan and may cause it to be delinquent and go into default, as well as incur late fees.

If there are more than one plan set up, such as summer and fall, then both will show and be accessible for payments. If a payment is due on one plan and the other doesn't have anything due, the amount due must be cleared before additional payments are processed.

The screenshot shows the Kutztown University website interface. At the top, the university logo is displayed. Below the logo, there is a navigation bar with links for "your account", "make payment", "Shopping Cart", "help", and "sign out". The user is logged in as "Sallie Mae Student Test". The main content area displays "Your account currently has the following charges:" followed by a table with two columns: "Description" and "Amount". The table contains one entry: "Installment Plan Payment (Summer 2018)" with a sub-link "Updated MAY 15, 2018 at 02:35:03 PM". Below the table, it says "You may also purchase the following items:" followed by a redacted area. At the bottom left, there is a small text "(webce-29cf)".

| Description | Amount |
|---|--------|
| Installment Plan Payment (Summer 2018) Updated MAY 15, 2018 at 02:35:03 PM | |

1. Click on **make payment** in the top bar or in the **Payment Plan Balance** box on the main Dashboard, use the link click here to make a payment. In this example, no payment is currently due at this time which is why the amount field is empty, but you can still make a payment towards the plan by clicking on the Installment Plan Payment.
2. Enter the amount you want to pay. This will be added to your Shopping Cart and proceed with payment.

The screenshot shows the Kutztown University website interface. At the top, the university logo is displayed. Below the logo, there is a navigation bar with links for "your account", "make payment", "Shopping Cart", "help", and "sign out". The user is logged in as "Sallie Mae Student Test". The main content area displays "Your Shopping Cart" followed by a table with four columns: "Item Code", "Edit", "Delete", and "Amount". The table contains one entry: "Installment Plan Payment" with sub-links "Edit Item" and "Delete Item", and an amount of "\$100.00". Below the table, it shows "Total Amount" as "\$100.00". At the bottom, there are two buttons: "Continue Shopping" and "Checkout". At the bottom left, there is a small text "(webce-ed9b)".

| Item Code | Edit | Delete | Amount |
|--------------------------|---------------------------|-----------------------------|-----------------|
| Installment Plan Payment | Edit Item | Delete Item | \$100.00 |
| Total Amount | | | \$100.00 |