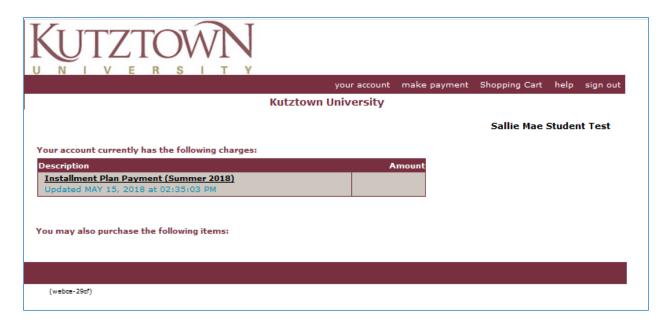
Making Additional Payments against a Payment Plan using the New Payment Plan Dashboard

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 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.



- 1. Click on **make payment** in the top bar <u>or</u> 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.

