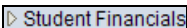
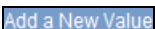
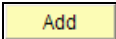
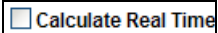
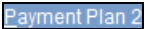




Assigning Existing Payment Plan to Student Account

1.	From the Campus Solutions menu, click the Student Financials link. 
2.	Click the Payment Plans link.
3.	Click the Assign Payment Plan link.
4.	On the Payment Plan page, click the Add a New Value tab. 
5.	If your Business Unit does not appear by default, look up and select or enter the appropriate Business Unit .
6.	Enter the student's MaineStreet ID in the ID field. Note: If the student's MaineStreet ID is unavailable, use the look up icon to retrieve the ID by searching using other fields.
7.	In the Contract Number field, look up and select the appropriate payment plan. Click the Look up Contract Number icon. 
8.	On the Look Up Contract Number page, since you are assigning an Existing payment plan, click on EXIST to select it.
9.	Click the Add button. 
10.	On the Payment Plan 1 page, click the Calculate Real Time checkbox. 
11.	Click the Payment Plan 2 tab. 
12.	On the Payment Plan 2 page, place a checkmark adjacent to the charges that should be captured within the installment calculations. Note: click on View All to make certain you are viewing all eligible charges.
13.	Click the Calculate button. 
14.	Click the Payment Distribution tab. 
15.	On the Payment Distribution page, you can review and adjust, if necessary, the installment amounts. Click the Payment Plan 2 tab. 

Quick Guide



16.	On the Payment Plan 2 page, click the <i>Post</i> button to post each of the scheduled payments and plan fees to the student's account. Click the <i>Post</i> button. 
17.	End of Procedure.

