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.
16. On the **Payment Plan 2** page, click the *Post* button to post each of the scheduled payments and plan fees to the student's account.

   Click the *Post* button.

17. **End of Procedure.**