## Assigning Lump Sum 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 a Lump Sum payment plan, click **LUMP** it.
9. Click the **Add** button.
10. On the **Payment Plan 1** page, manually decrease the current term charges by the amount of anticipated aid or external contribution and enter this amount into the **Lump Sum Amount**: field.
    - For example, if a student's total bill is $1500 and their anticipated Financial Aid is $300, you would enter $1200 in the **Lump Sum Amount** field.
11. After entering the amount, click the **Payment Plan 2** tab.
12. On the **Payment Plan 2** page, click the **Calculate** button.
13. After clicking the **Calculate** button, click the **Payment Distribution** tab.
14. On the **Payment Distribution** page, view the individual calculated installments, the payment plan fee, billing dates and due dates.
   - Click the **Payment Plan 2** tab to return to that page.
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<td><strong>15.</strong></td>
<td><strong>On the Payment Plan 2 page, click the <em>Post</em> button.</strong></td>
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<td><strong>16.</strong></td>
<td><strong>End of Procedure.</strong></td>
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