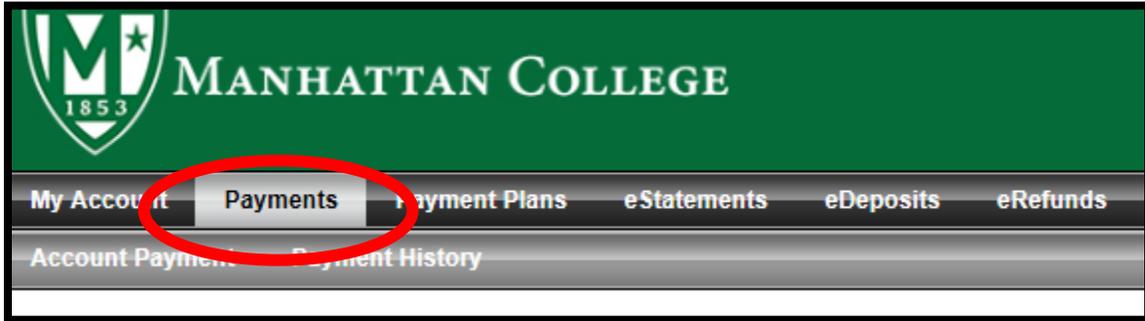


INSTRUCTIONS ON HOW TO SCHEDULE AUTOMATED PAYMENTS FOR THE SPRING INSTALLMENTS OF A FULL-YEAR PLAN

[STEP 1] LOG-IN TO THE STUDENT ACCOUNT SUITE AT MANHATTAN.EDU/MYACCOUNT USING YOUR USERNAME AND PASSWORD. CLICK ON THE 'PAYMENTS' MENU OPTION



[STEP 2] IN THE *PAYMENT PLAN INSTALLMENTS* SECTION, YOU WILL SEE THE WORD 'SCHEDULE' UNDER THE COLUMN HEADER 'ACTION'. CLICK ON 'SCHEDULE' FOR THE FIRST INSTALLMENT.

The image shows the 'Account Payment' section of the student account suite. The navigation bar at the top includes 'My Account', 'Payments', 'Payment Plans', 'eStatements', 'eDeposits', and 'eRefunds'. Below the navigation bar are links for 'Account Payment' and 'Payment History'. The main content area is titled 'Account Payment' and contains the following information:

Current Account Status

TBP Student Account	
Balance:	\$8,580.00
Estimated Financial Aid:	\$6,864.00
Balance Including Estimated Aid:	\$1,716.00

Payment Plans

Spring Full-Year 10-Month Payment Plan	\$8,580.00
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Other Charges

Not Included in Plan:	\$0.00
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Buttons: [Make a Payment](#) [View Account Activity](#)

Payment Plan Installments

Installment Description	Enrollment Date	Amount Due(\$)	Due Date	Action
Spring Full-Year 10-Month Payment Plan -- Installment 1 out of 5	11/29/16	1,716.00	12/15/16	Schedule
Spring Full-Year 10-Month Payment Plan -- Installment 2 out of 5	11/29/16	1,716.00	1/1/17	Schedule
Spring Full-Year 10-Month Payment Plan -- Installment 3 out of 5	11/29/16	1,716.00	2/1/17	Schedule
Spring Full-Year 10-Month Payment Plan -- Installment 4 out of 5	11/29/16	1,716.00	3/1/17	Schedule
Spring Full-Year 10-Month Payment Plan -- Installment 5 out of 5	11/29/16	1,716.00	4/1/17	Schedule

Buttons: [Pay Next Installment](#)

Pending Payments

No payments have been set up.

[STEP 3] IN THE SECTION FOR PAYMENT OPTIONS, THE 'PAYMENT AMOUNT' AND 'PAYMENT DATE' WILL BE PRE-POPULATED. IF YOU ARE MAKING THE FIRST INSTALLMENT, THE 'PAYMENT DATE' WILL BE LISTED AS TODAY'S DATE SINCE THE SCHEDULED DATE WAS 12/9/2016. CLICK 'CONTINUE'.

The screenshot shows the 'Payment Plan Installment Payment' screen. It has a header with the title and four tabs: 'Amount', 'Payment Method', 'Confirmation', and 'Payment Receipt'. The 'Amount' tab is active. The main content area is divided into two columns. The left column contains the following information: 'Spring Full-Year 10-Month Payment Plan -- Installment 2 of 5', 'Enrollment Date: 11/29/16', 'Amount Due: \$1,716.00', and 'Due Date: 1/1/17'. At the bottom of this column are 'Cancel' and 'Continue' buttons, with 'Continue' circled in red. The right column is titled 'Payment Options' and is enclosed in a red box. It contains 'Payment amount: \$ 1716.00' and 'Payment date: 1/1/17' with a calendar icon.

[STEP 4] SELECT 'PAYMENT METHOD' AND OPTIONS WILL BE 'NEW ELECTRONIC CHECK (Checking/Savings) *OR* A SAVED PAYMENT METHOD. IF YOU HAVE NOT ALREADY SAVED A PAYMENT METHOD, TO MAKE YOUR STEPS OF SCHEDULING YOUR 2ND - 5TH INSTALLMENTS EASIER, WE RECOMMEND SAVING YOUR PAYMENT METHOD WITH A NICKNAME (i.e., "Payment Plan Checking", "My Checking", "Mom's Savings") to avoid re-entry of banking details. SELECT 'CONTINUE'.

The screenshot shows the 'Payment Plan Installment Payment' screen with the 'Payment Method' tab selected. The 'Payment amount' is \$1,716.00. The 'Payment Method' dropdown menu is set to 'New Electronic Check (checking)' and is circled in red. Below this is a 'Select' button. A text box explains: 'Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.' To the right, under 'Account Information', there is a note: 'Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Do NOT enter debit card number. Enter the complete routing number and bank account number. The illustration shown is only an example to show where to find the routing number and bank account number on a personal check.' Below this are fields for: '*Account type: Checking', '*Routing number: 021000021', '*Bank Account number: 12345678', and '*Confirm account number: 12345678'. Under 'Billing Information', there are fields for: '*Name on account: Jasper Mom', '*Billing address: Manhattan College Parkway', '*City: Riverdale', '*State/Province: New York (NY)', and '*Postal Code: 10471'. There is a checkbox for 'Check here for an international address'. Under 'Refund Options', there is a note: 'Only one account can be designated to receive refunds.' and a checked checkbox: 'Check here if you would like refunds to be deposited into this account'. At the bottom, there is a field for '*Save payment method as: Mom's Checking' and three buttons: 'Continue', 'Back', and 'Cancel', which are circled in red.

[STEP 5] YOU WILL AGREE TO THE *TERMS AND CONDITIONS* WHICH SERVE AS THE FORMAL DEPOSITORY NOTICE TO YOUR BANK TO HAVE FUNDS AUTOMATICALLY SCHEDULED. SELECT 'I AGREE' AND CLICK 'SCHEDULE PAYMENT'

Submit Payment

Please review the transaction details, then submit your payment.

Payment date:	1/1/17
Payment amount:	\$1,716.00
Account type:	Checking
Routing number:	021000021
Account number:	xxxx5678
Name on Account:	Jasper Mom
Billing address:	4513 Manhattan College Parkway
City:	Riverdale
State/Province:	NY
Postal Code:	10471
E-mail:	mortega.student@manhattan.edu
Accept refunds:	Yes
Payment profile name:	Mom's Savings Acct

Terms and Conditions

I hereby authorize **Manhattan College** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$25.00** return fee will be added to my student account.

Name: **Jasper Mom**

Address:

4513 Manhattan College Parkway

Riverdale NY 10471

Depository:

JPMORGAN CHASE

3RD FLOOR

TAMPA, FL 33610

Routing Number: 021000021

Account Number: xxxx5678

Debit Amount: \$1,716.00

This agreement is dated Monday, December 19, 2016.

For fraud detection purposes, your internet address has been logged: 149.81.77.145 at 12/19/16 11:43:54 AM EST

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: studentaccounts@manhattan.edu

I agree to the above terms and conditions.

[\(Print Agreement\)](#)

[Schedule Payment](#)

[Back](#)

[Cancel](#)

[STEP 6] BACK ON THE 'PAYMENTS' MENU, YOU WILL NOW SEE YOUR SCHEDULED PAYMENT UNDER THE 'PENDING PAYMENTS' SECTION AND SEE THE REMAINING INSTALLMENTS TO BE SCHEDULED UNDER 'PAYMENT PLAN INSTALLMENTS.' REPEAT STEP 4 TO SCHEDULE YOUR REMAINING PAYMENTS ON THE DUE DATES WHICH WILL PRE-POPULATE.

MANHATTAN COLLEGE

My Account **Payments** Payment Plans eStatements eDeposits eRefunds

Account Payment Payment History

Account Payment

Your new ACH payment method has been saved.
Thank you, you have successfully scheduled your payment(s) for 1/1/17.

Current Account Status

TBP Student Account	
Balance:	\$6,864.00
Estimated Financial Aid:	\$6,864.00
Balance Including Estimated Aid:	\$0.00

Payment Plans

Spring Full-Year 10-Month Payment Plan	\$6,864.00
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Other Charges

Not Included in Plan:	\$0.00
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[Make a Payment](#) [View Account Activity](#)

Payment Plan Installments

Installment Description	Enrollment Date	Amount Due(\$)	Due Date	Action
Spring Full-Year 10-Month Payment Plan -- Installment 3 out of 5	11/29/16	1,716.00	2/1/17	Schedule
Spring Full-Year 10-Month Payment Plan -- Installment 4 out of 5	11/29/16	1,716.00	3/1/17	Schedule
Spring Full-Year 10-Month Payment Plan -- Installment 5 out of 5	11/29/16	1,716.00	4/1/17	Schedule

[Pay Next Installment](#)

Pending Payments

The payments listed below will be automatically completed on the dates shown.

Payment Description	Payer	Payment date:	Amount(\$)	Action
Spring Full-Year 10-Month... -- Installment 2 of 5	Matthew A. Ortega	1/1/17	1,716.00	Edit Delete