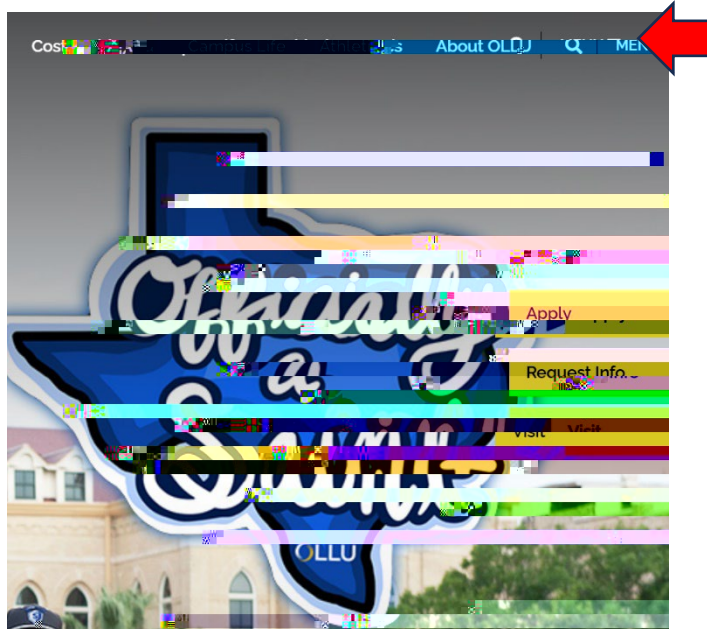


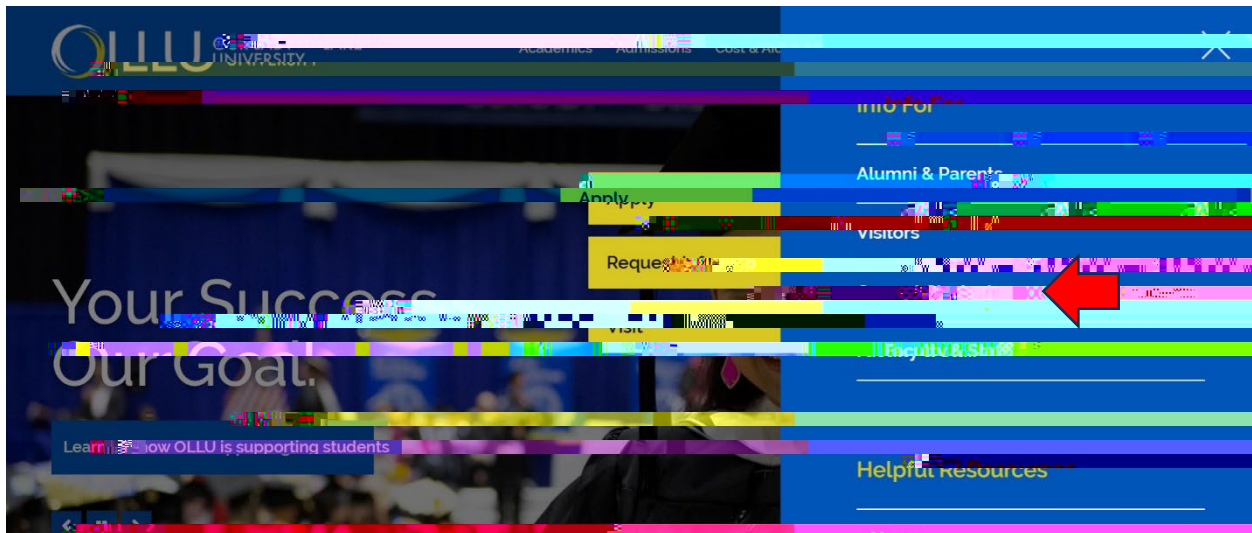
Student Business Office

How to Enroll in a Payment Plan

1. Log into Our Lady of the Lake's home page www.ollusa.edu.
2. Click on **Menu** at the top right side.



3. Click on **Current Students**.



4. Click on the yellow **Saints Connect Login** button.

Saints Connect

[\(View video to learn more\)](#)



Saints Connect Login

5. Enter your student email and password. Once entered you will see the Saints Connect home page on top.

Microsoft

Sign-in

example@exampl.com

Can't access your account?

Back Next

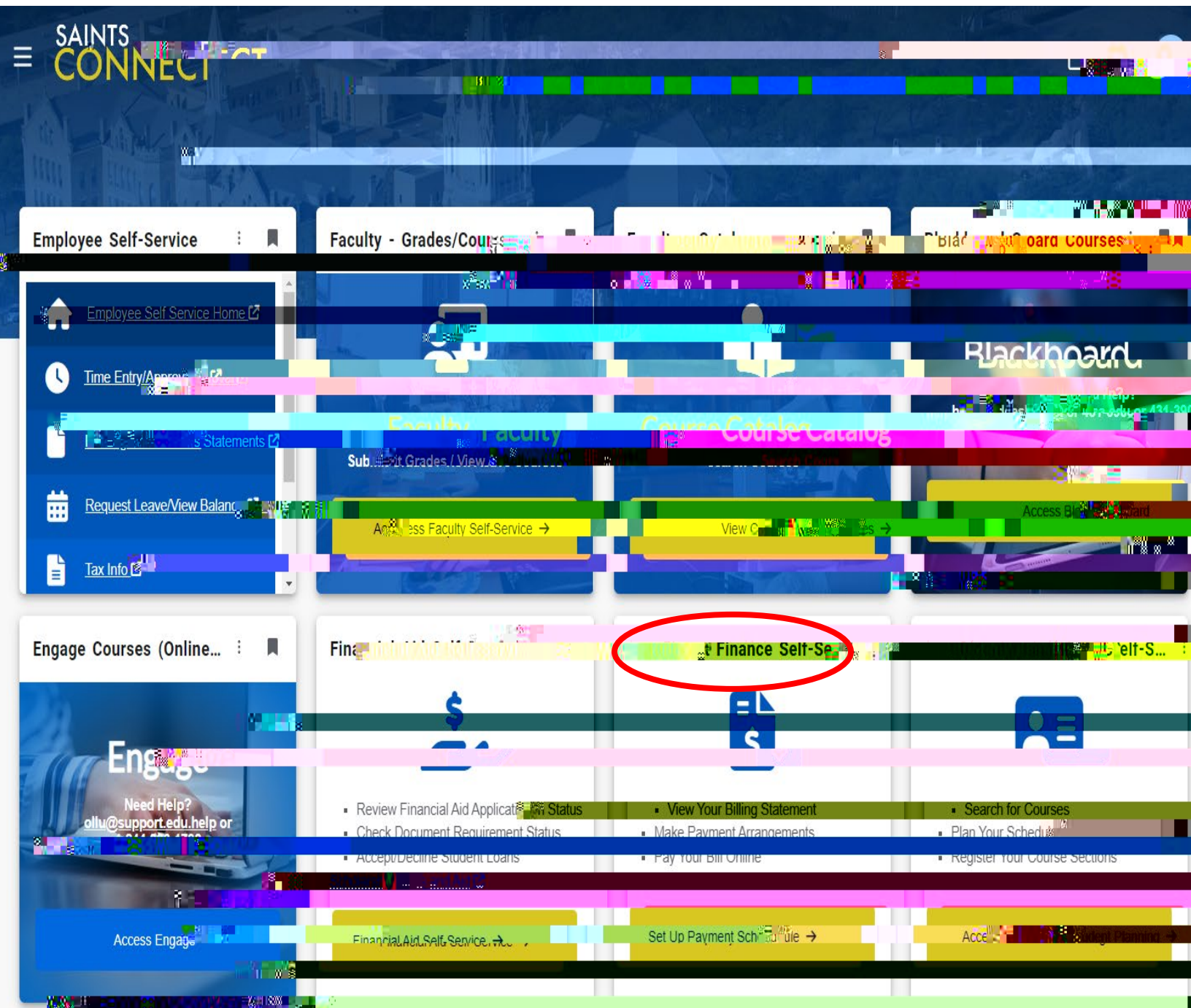
Our Lady of the Lake University

Password

[Forgot my password](#)

Sign in

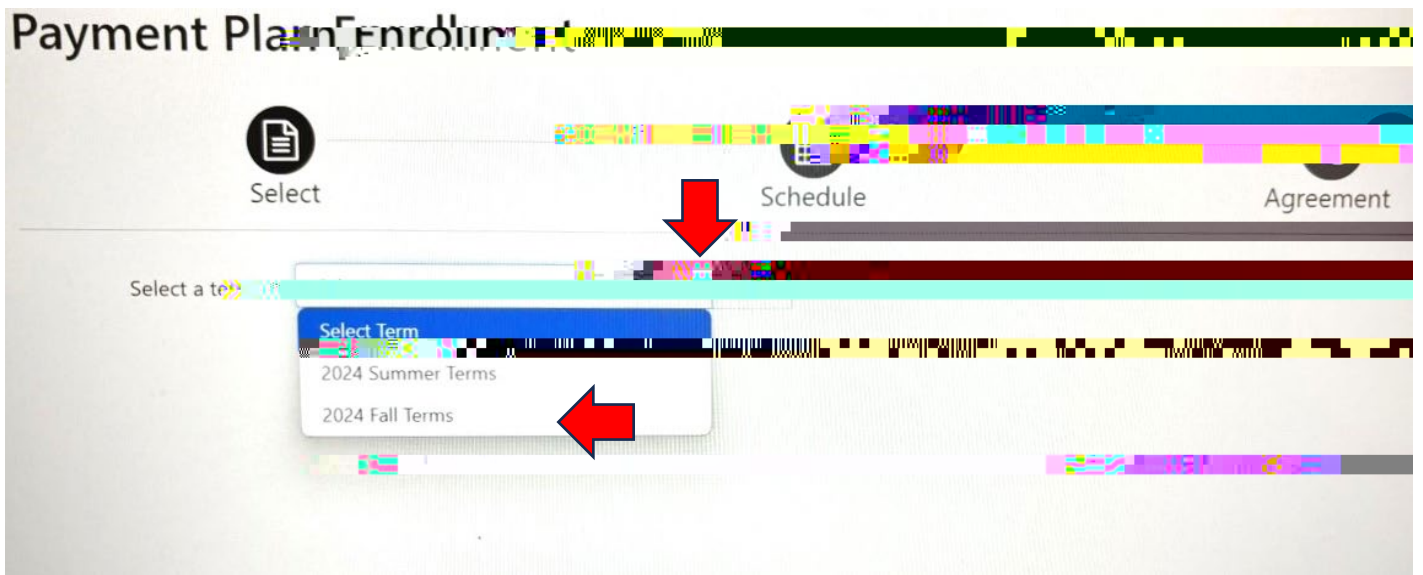
Student Finance Self-Service is the Student Business Office section of Self-Service. Here you can view your statement, accept the Financial Responsibility Policy, and enroll in a payment plan.



10. To enroll into payment plan, click on **Enroll in Payment Plan**.



11. Click on the **drop-down arrow** and select the **Term**, then click on **Select**.



12. Once the Term has been selected, the Payment Plan Enrollment options will appear. Click on the green **Select** button for the plan that coincides with your registration start date.

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
2024FL -1 payment plan classes start in August	\$0.00	1	\$17.00	Details
2024FL -2 payment plan classes start in August	\$0.00	1	\$17.00	Details
2024FL -4 payment classes start in August-see note	\$47.00	4	\$0.00	Details Select
2024FL -5 payment classes start in August-see note	\$47.00	5	\$0.00	Details Select
2024FL -6 USAA Employee Only	\$0.00	1	\$0.00	Details Select
2024FL -VA Chapter 911 payment plan	\$0.00	1	\$0.00	Details Select
2024FL -VA Chapter 911 payment plan	\$0.00	1	\$0.00	Details Select
2024FL1-1 payment plan classes start in August	\$0.00	1	\$47.00	Details Select
2024FL2-2 payment plan classes start in October 12	\$0.00	2	\$47.00	Details Select

Now that you have selected your payment plan, the next screen will provide the Payment Plan Description, display a Payment Schedule breakdown and an option to Set up Automatic Payments

13. You will need to select **Yes** or **No** in the Set up Automatic Payment section prior to clicking on the green **Continue**.

The image shows a screenshot of a web application interface for document plan enrollment. At the top, the title "Document Plan Enrollment" is visible. Below the title, there are three main sections: "Schedule", "Agreement", and "Select". Each section has a corresponding icon: a calendar for "Schedule", a hand holding a document for "Agreement", and a document with a checkmark for "Select". Below these sections, there are two columns of content. The left column has a header "gust-see note" and a light blue bar below it. The right column has a header "2024FL -4 payment classes start in Au" and a light blue bar below it. A large black rectangular redaction box covers the majority of the page content below these headers. A red arrow points to the left edge of the redaction box, and another red arrow points to the bottom right corner of the redaction box.

14. The final step in completing your payroll journal entry is to debit the Cash account for the net pay amount.

Please check your OLLU email to verify you have enrolled in a payment plan.

From: studentaccounts@ollusa.edu <studentaccounts@ollusa.edu>

Sent: Thursday, June 27, 2024 2:31 PM

To: [REDACTED] jsanchez@ollusa.edu

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have your name appear on the class rosters.

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If you have any -431-3929 or at