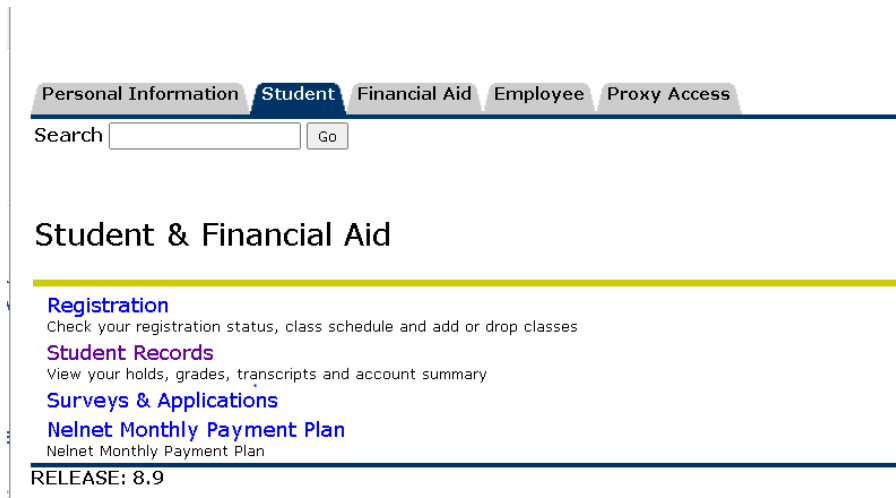**Fairfield**
UNIVERSITY
Office of the Bursar

How to Access the Nelnet Payment Plan task:

1. Student login to my.Fairfield portal and search *"Nelnet Monthly Payment Plan"* and click on task:

2. This should bring you to the Student and Financial Aid records tab (you may need to click on the tab to have the following display:

Personal Information | Student | Financial Aid | Employee | Proxy Access
Search [   ] [Go]

Student & Financial Aid

Registration
Check your registration status, class schedule and add or drop classes
Student Records
View your holds, grades, transcripts and account summary
Surveys & Applications
Nelnet Monthly Payment Plan
Nelnet Monthly Payment Plan
RELEASE: 8.9

3. Click on the Nelnet Monthly Payment Plan option and proceed to set up an account. You will also be able to authorize another person to enroll in a payment plan (i.e. parent, guardian).