

Steps to Set Up a Monthly ACI Payment Plan

Students have the *option of adding an authorized user* who may access the Student Portal. The authorized user may view the students account balance and charges and make payments on the student's behalf. After logging in to the student portal for the payment plan, click Home. On the right, there will be a box called News and Updates. There is a link to a video that gives instructions for setting up an authorized user. *Please keep in mind that any credit balance will be refunded according to the Financial Registration Agreement that the student completes each semester.*

As a reminder, students must set up their ACI payment plan at the beginning of each semester.

- Log in to portal.okwu.edu (If you need assistance with your log in, please email support@okwu.edu)
- Click on ACI Payment Portal
- Click on Payment Plan under logo
- Click on Enroll in a new plan
- Click on Spring 2023 5 Payments (Monthly)
- Review payment plan information and click Continue
- Read Payment Plan Contract
- Click box next to "I agree to the Payment Plan Contract"
- Click Continue
- Review Due dates
- Check the box next to "I accept the terms and conditions for automatic payments."
- Click Continue
- Under Today's Payment click on the + sign next to Select payment option to pay the \$50 application fee
- A box will appear and you will select your payment option: New Card or New Bank Account
As a reminder, there is a 2.75% processing fee if you pay with a card. There is not a processing fee if you pay with a bank account.
- You may check the box next to Use for scheduled installments if you wish to use the same payment information for monthly payments
- Click ADD
- Enter the payment information and click ADD when finished
If you do not want to use the same payment information for the monthly payment, please uncheck the box next to Use for scheduled installments
- If you are using the same payment information for the application fee and the scheduled installments, click on PAY & SCHEDULE
- A box will appear with confirmation information. Click close
- *If not, please click on Select payment option under Scheduled Installments*

- *Select the payment option*
- *Click Add*
- *Enter the payment information and click ADD when finished*
- *A box will appear with confirmation information. Click close*
- You will be taken to a screen that shows the payment plan information. You have successfully set up the Spring 2023 payment plan