

How to Enroll in the JALC Tuition & Fee Payment Plan:

- 1) Login to <https://my.jalc.edu>
- 2) From the home screen select *Billing/Finances*
- 3) Select *Sign Up for a Payment Plan*

The screenshot displays the MyJALC website interface. At the top, the navigation bar includes links for Home, Students, Admissions and Records, Financial Aid, Academics, Billing/Finances (circled in red), Faculty, Staff, and My Pages. A red arrow points from the 'Billing/Finances' link in the navigation bar to the 'Student Accounts' section. The 'Student Accounts' section features a blue header with 'eRefunds' and a sub-header 'eRefunds through Nelnet!'. Below this, there is a blue button labeled 'Sign up for refund options' and a note: '(This must be done prior to disbursements of overpayment or financial aid disbursements.)'. Further down, there is another blue header 'My Billing Information' and a button 'Sign up for a payment plan' (circled in red). A red arrow points from the 'Sign up for a payment plan' button in the instructions above to this button. Below the button, there is a red warning: 'Please print your payment confirmation number BEFORE leaving the Nelnet website.' At the bottom of the page, there is a section titled 'Balances Due'.

- 4) Clicking this link will open Nelnet's page for you to complete the steps for enrollment. If you have any questions, please call the Bursar Office at (618) 985-2828 extension 8201.