

## Tinsley/Ricks Emergency Loan Payment Plan Instructions

Students may enroll in the Tinsley/Ricks Emergency Loan online through their LeoNet account (step-by-step directions below).

### Instructions for the Online Tinsley/Ricks Emergency Loan

#### Enroll in all classes and make all changes before enrolling into the Tinsley/Ricks Emergency Loan

Log into your **LeoNet** account

>**Self Service**

>>**Campus Finances**

>>>**Enroll in Payment Plan**

- Please read the Tinsley/Ricks Emergency Loan information - select the Tinsley/Ricks Emergency Loan (mark the circle to the left of the Tinsley/Ricks Emergency Loan). Press **NEXT** at the bottom of the page.
- Review the payment schedule. Press **NEXT** at the bottom of the page if you agree with the payment schedule.
- Read the contract carefully and **print this page for your records**. If you agree with the contract, **select "Yes, I have read the agreement"** at the bottom of the page and press **ENROLL**.
- You are now enrolled in an Tinsley/Ricks Emergency Loan.

Please keep payment schedule and due date for your records.

***YOU WILL NEED TO PAY THE PROCESSING FEE (\$15.00) BEFORE YOU WILL BE ABLE TO PICK-UP RENTAL BOOKS.***

**To make an online payment, do the following:**

>**View My Account**

>>**Make A Payment**

#### **DO NOT HIT THE "BACK" BUTTON WHILE "PROCESSING" OR AFTER TRANSACTION**

- Enter the amount of the processing fee in the **"PAYMENT AMOUNT"** box.
- Click **NEXT**
- Follow the instructions to input the Credit Card information. Enter the information **EXACTLY** as it appears on your credit card.
- Ensure the Credit Card Billing information is the same as your credit card billing address. You must enter a telephone number where we can contact you.
- Enter **"EMAIL ADDRESS"**
- Click **NEXT**
- Check the information for accuracy, then click **SUBMIT**.

**DO NOT CLICK MORE THAN ONCE. Doing so could result in duplicate charges to your credit card. Credits for duplicate payments are not processed immediately.**

- Review the Confirmation Page to ensure the payment has been accepted. Print the last page; this is your receipt for future verification.
- Click **SIGN OUT**

For additional information contact: [studentaccounts@southeastern.edu](mailto:studentaccounts@southeastern.edu)