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@selu.edu

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