

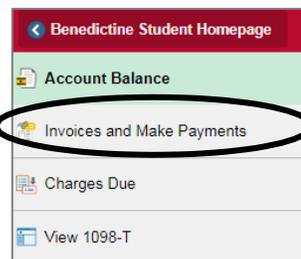


Payment Plan Instructions

1. Go to the University website at <https://www.ben.edu/accountlogin.cfm> to login to MyBenU. Click on MyBenU and login using your network username and password.
2. Click on the “Student Financial Account” tile.



3. Click on “Invoices and Make Payments” from the menu.



4. Click on the green “Make a Payment” button at the top of the screen.



5. You'll be re-directed to TouchNet. (If you are not redirected, try clearing your cache, cookies, and/or browser, or try a different browser, or disable your pop-up blocker).
6. Click the Payment Plan option at the top of the page.



7. Click on “Enroll Now”.
8. Select the term you want to enroll in from the dropdown box.
9. The available plans will appear.
10. Click “Select” to begin the enrollment.
11. Follow the prompts to enroll in the plan.
12. You'll receive an enrollment confirmation to your Benedictine University student email.



Making a Payment on the Payment Plan

1. Complete steps 1 – 4 from above.
2. Once you're on the TouchNet homepage, make sure that you're making a payment towards the payment plan.
3. Click on the gear icon next to the appropriate payment installment, and you will see the option to pay or schedule.

Payment Plans			
Fall 2018 Semester			\$8,395.00
Description	Due Date	Amount	Action
Installment 1 of 4	9/1/18	\$2,098.75	
Installment 2 of 4	10/1/18	\$2,09	Pay Schedule

4. Follow the prompts to either make the payment or schedule the payment.