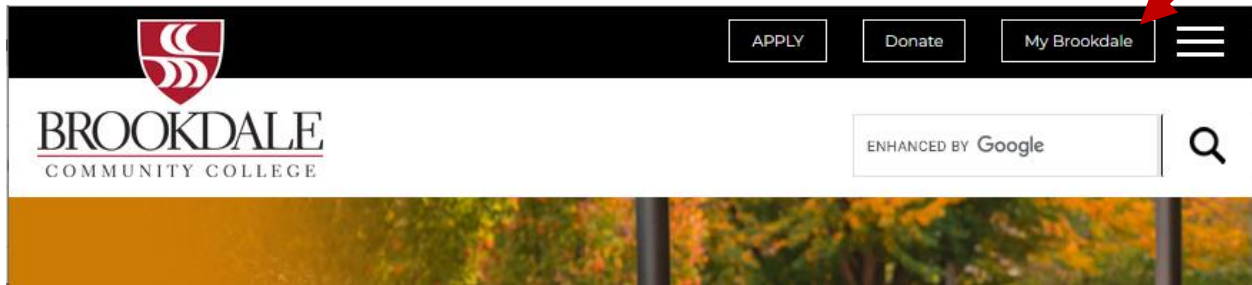


# Instructions and Steps to **Make a Payment** online or **Set Up a Payment Plan** online

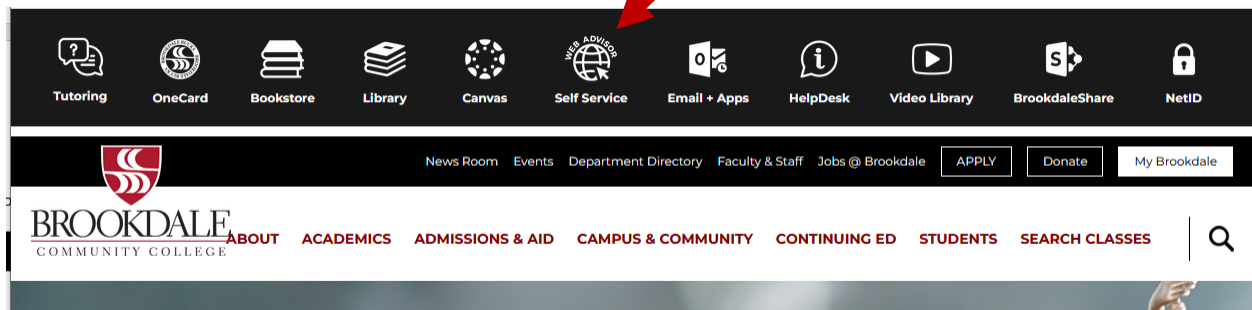
Visit: <https://www.brookdalecc.edu/ways-to-pay/>

Below are instructions to submit a full payment online **or** setup payment plan online:

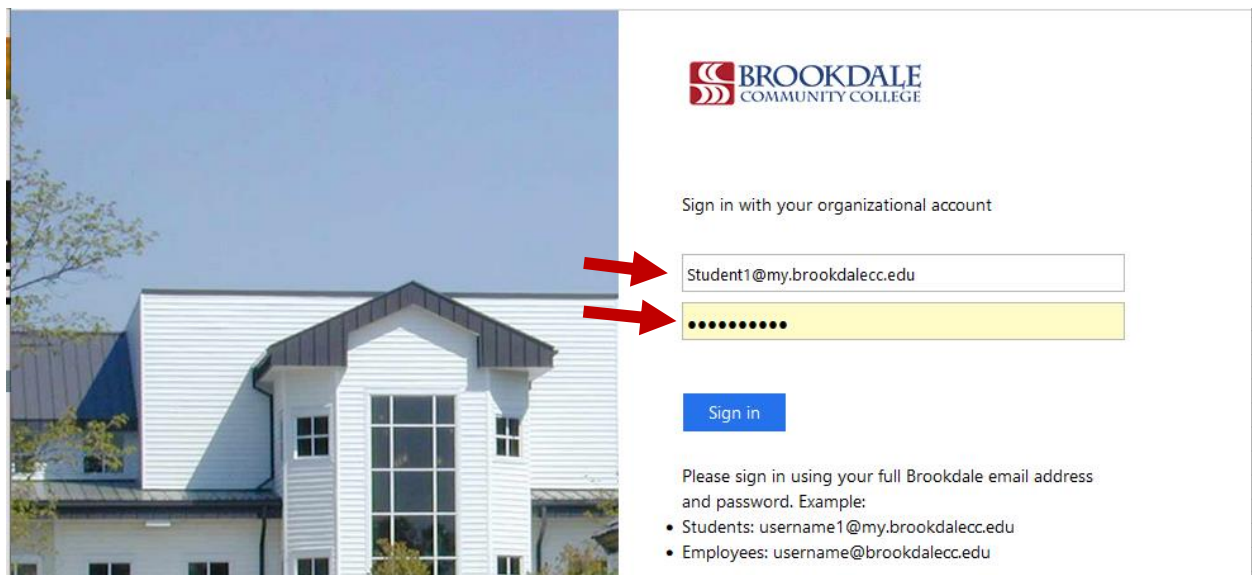
1. Select "My Brookdale" [Button in Upper Right Corner of Screen]



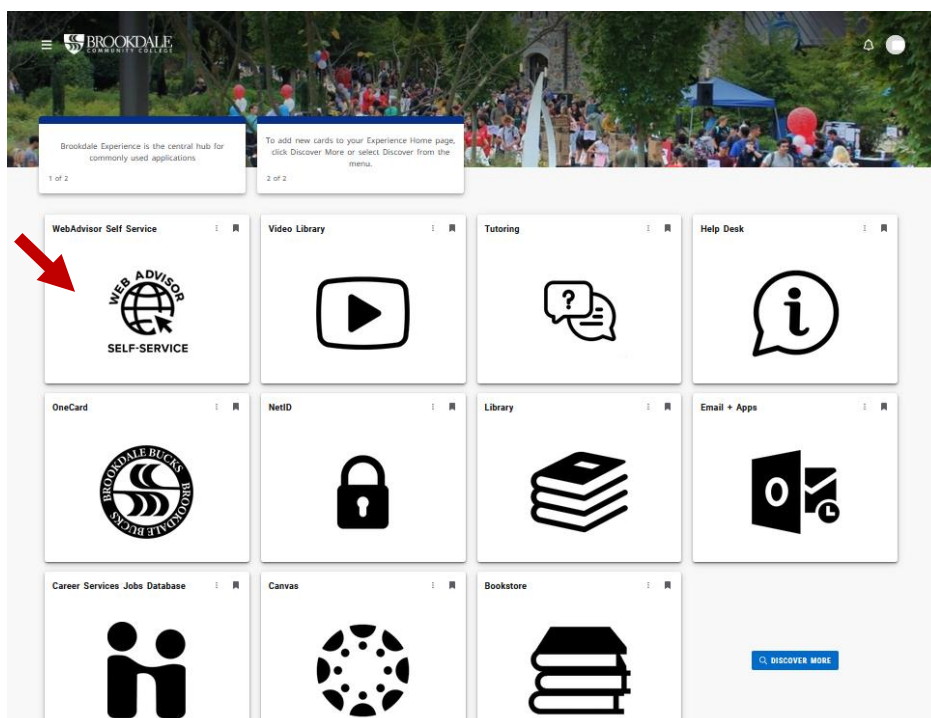
2. Select "WebAdvisor/Self Service"



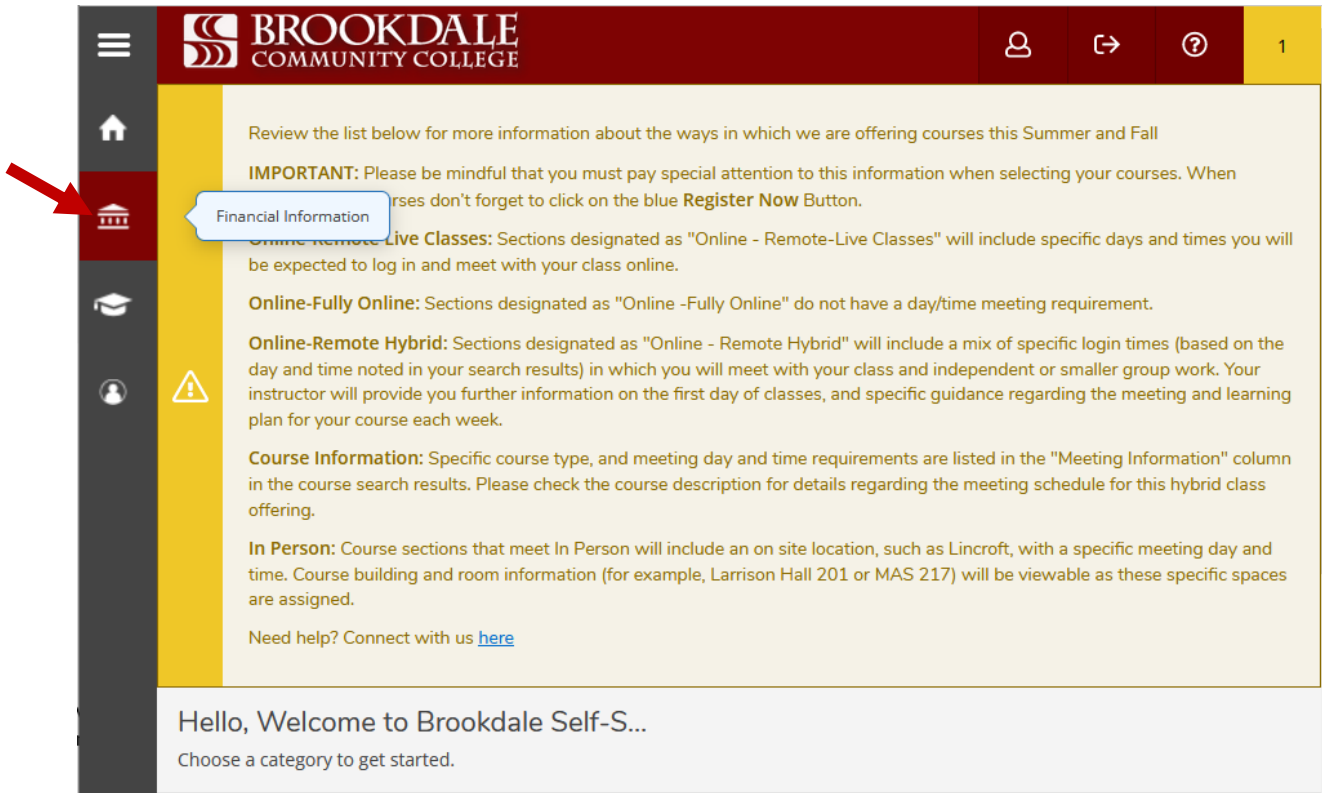
3. Log in with your Brookdale username and password



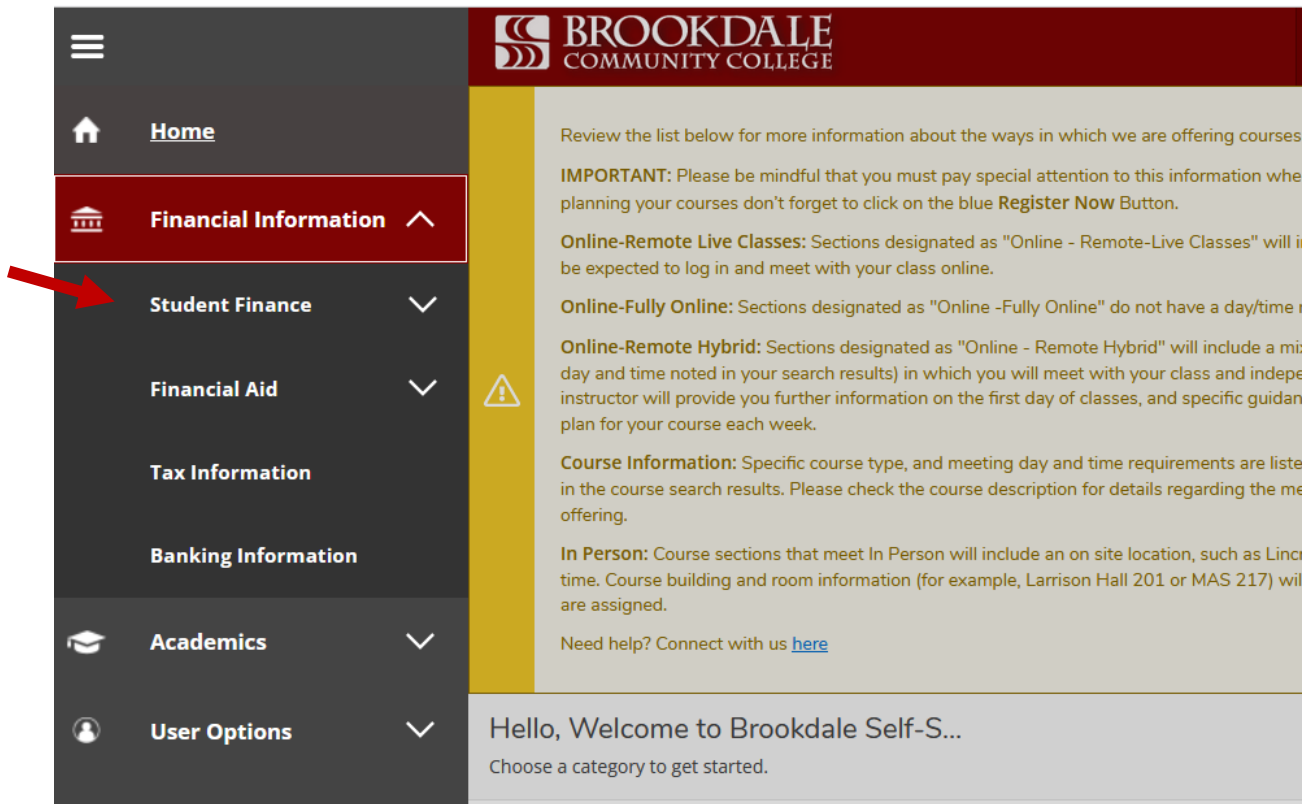
4. Click on "WebAdvisor/Self Service"



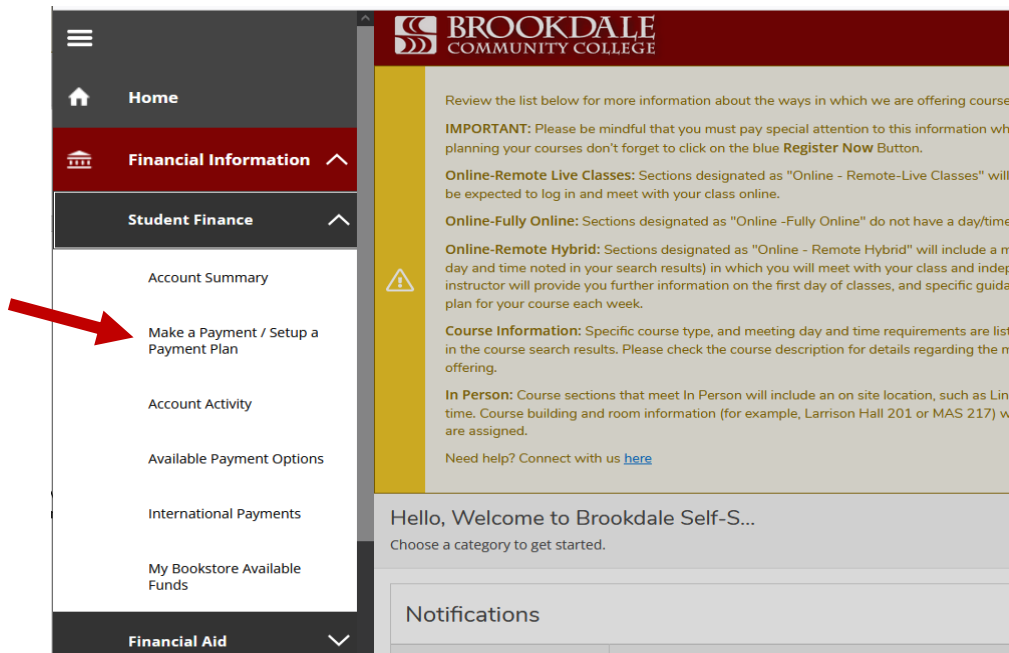
5. From the icons on Left–Select “Financial Information” [Under Home Icon]



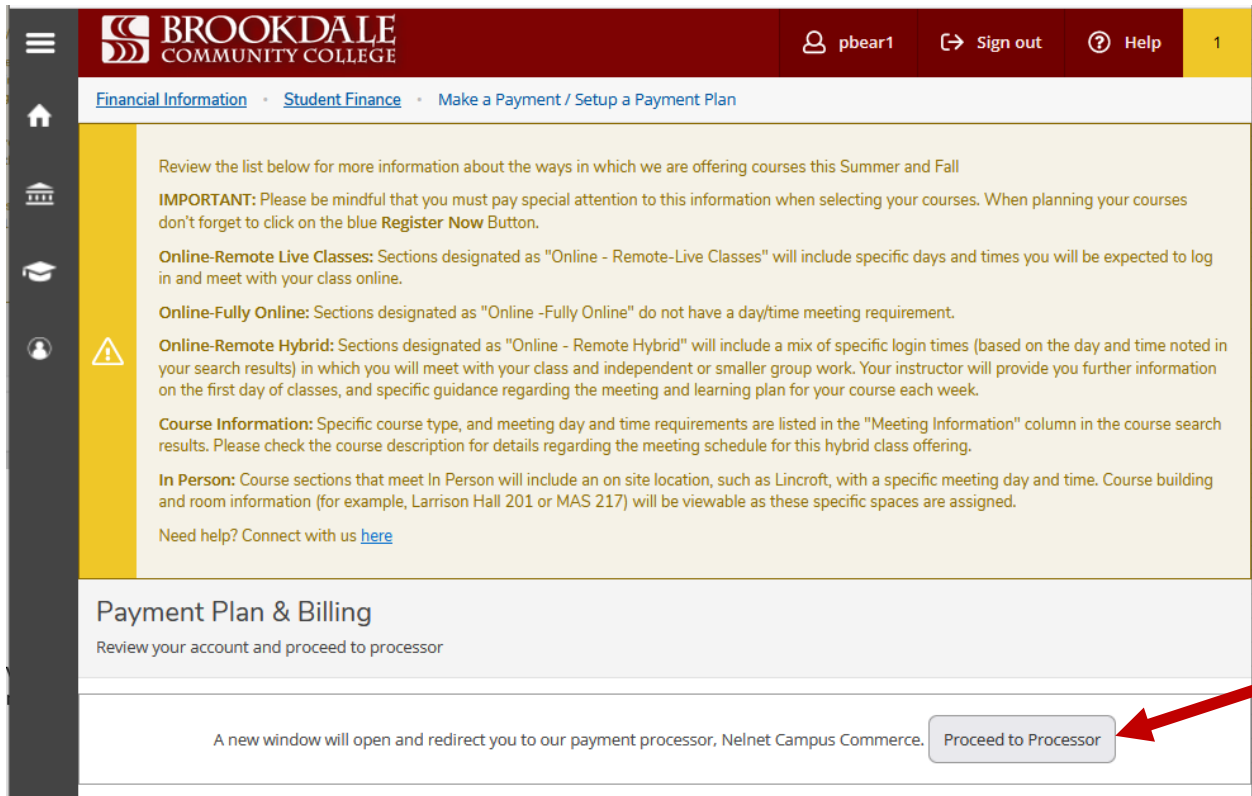
6. Select “Student Finance” from Drop Down Menu



7. Select “Make a Payment/Set Up a Payment Plan”



8. Select "Proceed to Processor" [Button] to be redirected to the Nelnet payment gateway.



The screenshot shows the Brookdale Community College website interface. At the top, there is a navigation bar with the college logo, user information (pbear1), and links for Sign out and Help. Below this is a breadcrumb trail: Financial Information > Student Finance > Make a Payment / Setup a Payment Plan. The main content area contains several paragraphs of text providing information about course offerings for Summer and Fall, including sections for Online-Remote Live Classes, Online-Fully Online, Online-Remote Hybrid, Course Information, and In Person. A yellow warning icon is visible on the left side of the text. Below the text is a section titled "Payment Plan & Billing" with the subtext "Review your account and proceed to processor". At the bottom of this section, there is a button labeled "Proceed to Processor" which is highlighted with a red arrow. The text above the button reads: "A new window will open and redirect you to our payment processor, Nelnet Campus Commerce."

You are now able to **Make a Payment** or **Setup a Payment Plan**. You may contact [Nelnet](#) at 800-609-8056 for further assistance.

- Please be aware that all credit card payments made online through [Nelnet](#) will have a credit card service charge added to the total amount paid. The amount of the service charge is determined by the card used and can be different depending on the card used. Paying online by check is free and not subject to a surcharge hold.

### Pay As You Go

Brookdale has partnered with [Nelnet](#) to offer a convenient payment plan that works for you – for one simple fee you can set up installment payments.

### Why should I use Nelnet?

- Combine your 15-week and 11-week classes into one plan with one fee
- View your account anytime with the Nelnet Student Account Center
- Get support 24/7/365 at the Nelnet Customer Support Center

The fine print: *All credit card payments must be made through Nelnet.* You will be advised of the fee at the time of payment. Nelnet charges a \$60 non-refundable fee per plan to set up your account. A service fee will be charged for all transactions based on the type of credit card presented. As always, paying by check online is free.