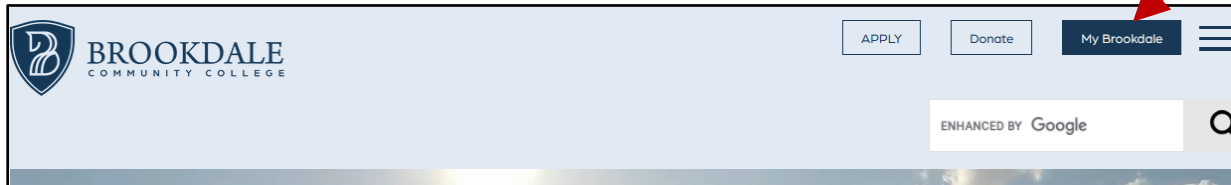


Instructions and Steps to **Make a Payment** online or **Set Up a Payment Plan** online

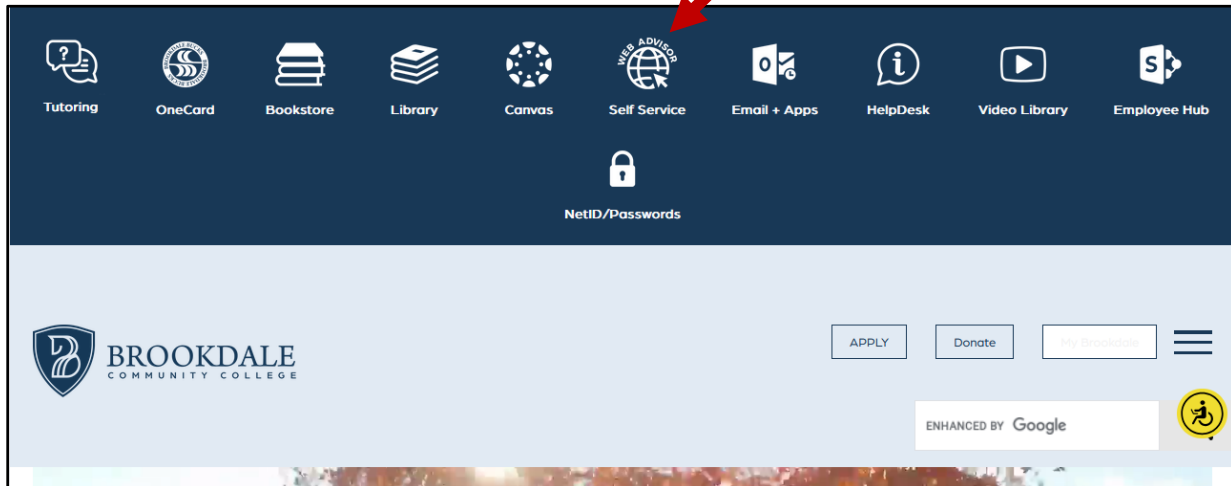
Visit: <https://www.brookdalecc.edu/ways-to-pay/>

Below are instructions for submitting a full payment online:

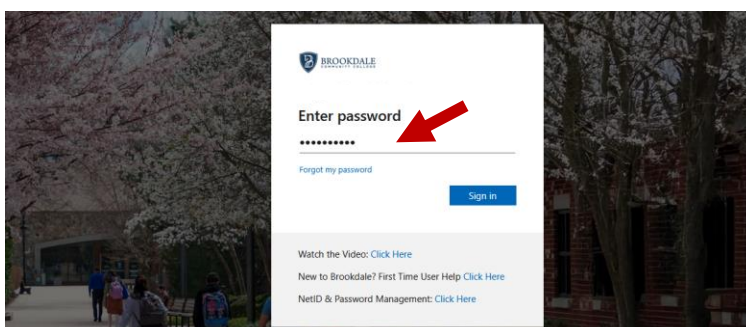
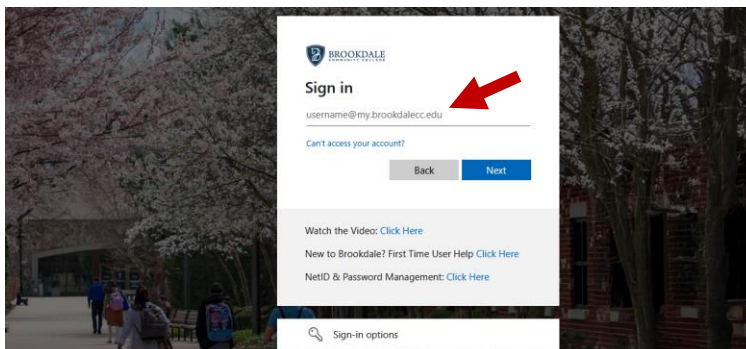
1. Select “My Brookdale” [Button in Upper Right Corner of Screen]



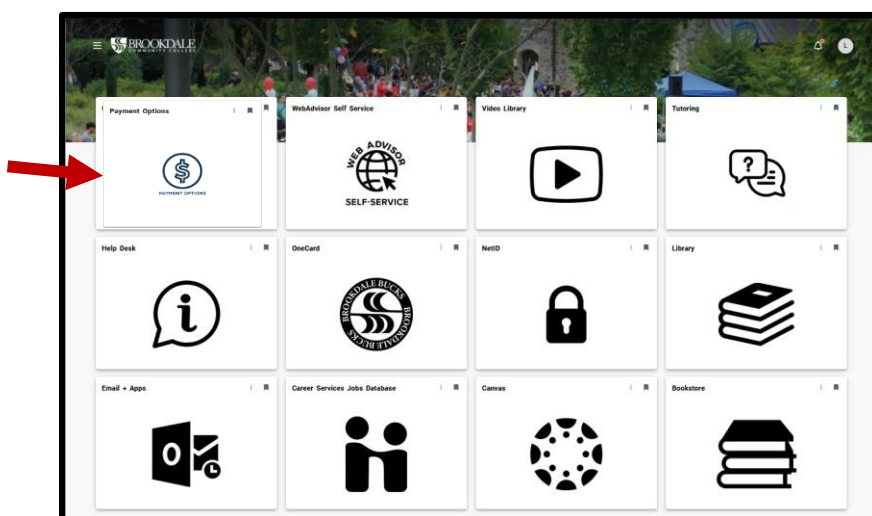
2. Select “WebAdvisor/Self Service”



3. Log in with your Brookdale username and password

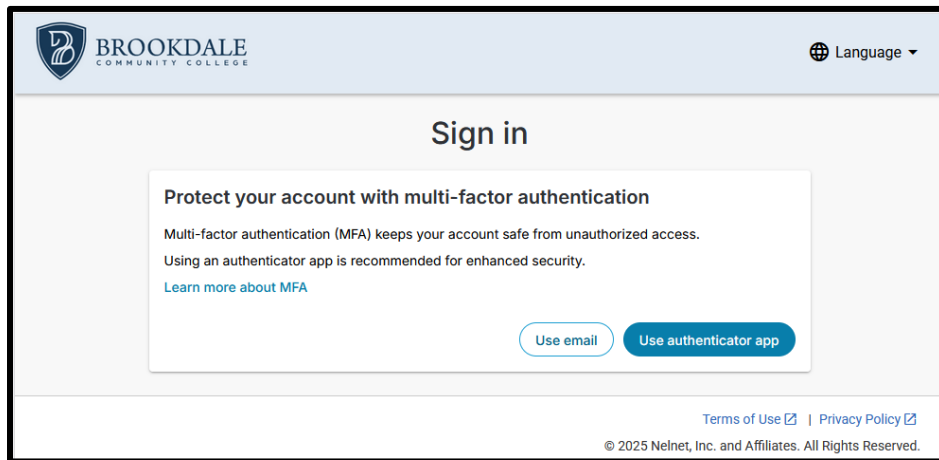


4. Click on “Payment Options”

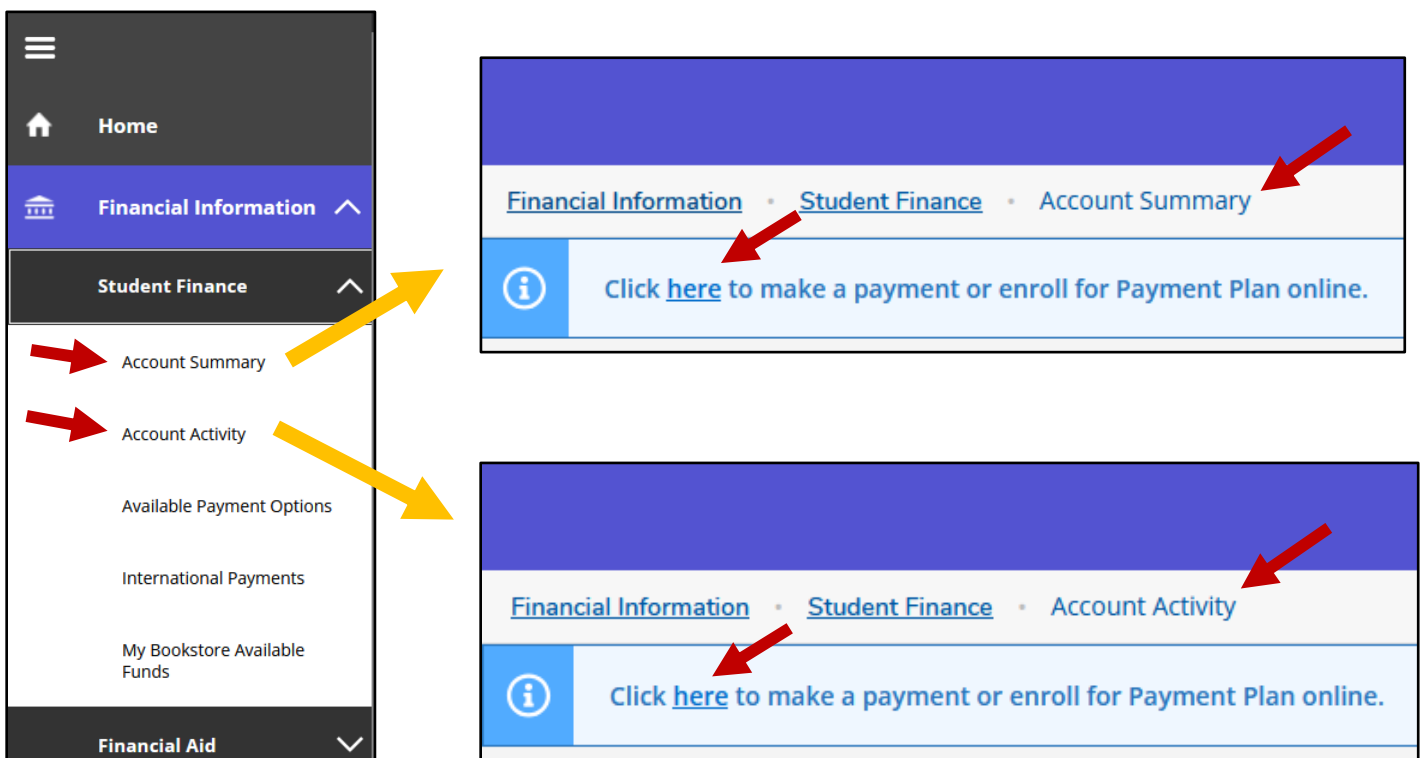


5. You will be redirected to the *Nelnet* payment gateway.

6. For students accessing Nelnet for the **first time**, you will be presented with Nelnet’s Multi-Factor Authentication (MFA) Setup feature. Make sure to complete this process fully. You may contact [Nelnet](#) on 800-609-8056 for further assistance.



7. Through *MyBrookdale > Web Advisor - Self-Service > Financial Information > Student Finance* you are also able to access to online payment link through “Account Summary” and “Account Activity” as follows:



8. After completing the MFA process, you are now able to **Make a Payment**. You may contact [Nelnet](#) on 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.

Pay As You Go and **Set Up a Payment Plan** online:

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. To view Nelnet Payment Plan timelines, click [here](#).

Why should I use Nelnet?

- Combine your 15-week, 11-week, 7A and 7B 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 \$65 non-refundable enrollment 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 online by check is free.

To view Nelnet Payment Plan timelines, click [here](#).