

How to set up a payment plan

Step 1: Sign in to myLynn

The screenshot shows the myLYNN website interface. At the top right, there is a 'Login' button with a link for 'I forgot my password'. The main navigation bar includes links for Home, Academics, Student Finances, Life at Lynn, Employees, New Students, Parents and Families, and Help. A left sidebar contains 'Quick Links' such as 'Reset Password', 'Search myLynn', 'Athletics', 'Attendance', 'Calendar of Events', 'Canvas', 'Campus Citation Appeal Form', 'Campus Directory', 'Concerned Person Report', 'Confidential Student Advisor Intake Form', 'eBill', 'eMarket', 'Emergency Contact Information', 'Events', 'Lynn.edu', 'Lynn2025', 'Lynn Library Website', 'LU Service Center (IT Service Desk Portal)', 'Maintenance Work Order', 'Navigate (Students)', 'Navigate (Faculty & Staff)', 'Student Employment', 'Student / Employee Email', and 'You@Lynn'. The main content area features a 'What's Happening' section with a 'Welcome to myLynn' message and a 'Workday Is Live!' graphic. Below this, there are sections for 'Workday Important Links' (including Workday Production Tenant and support sites) and 'Training Videos' (listing Workday Employee Basics, Time and Attendance, and Manager Basics training). On the right, there are sections for 'Stay Informed', 'Compliance Corner' (with a 'Your spring 2020 compliance checklist' article), and 'Compliance Newsletter'.

This block is a close-up of the login area from the myLYNN website. It features a dark grey 'Login' button and a blue link that says 'I forgot my password'.

The screenshot shows the Lynn University login page. On the left is a large background image of a pond with trees. On the right, the Lynn University logo is at the top. Below it, there is a sign-in form with the text: 'Sign in with your Lynn email account. Make sure to include your full email address. **jdoe@lynn.edu (For Students)** or **jdoe@lynn.edu (For Staff/Faculty)**'. The form has two input fields: one for the email address (containing 'someone@example.com') and one for the password (with a masked field). A blue 'Sign in' button is below the fields. Underneath the button, there is a security warning: 'For security reasons, please Logout and close your web browser when you are done accessing services that require authentication!'. At the bottom, there is a link for 'Reset Password Student/Staff/Faculty', a 'Need Help?' section with the phone number '561-237-7979' and 'IT Support Services', and a small copyright notice '© 2018 Microsoft'.

Step 2: Click on Student Finances

Step 3: Click on My Account

myLYNN

[Home](#) [Academics](#) [Student Finances](#) [Life at Lynn](#) [Forms](#) [Employees](#) [New Students](#) [Parents and Families](#) [Help](#) [My Pages](#)

[Home](#) / [Student Finances](#) / [Main](#)

myLYNN

[Home](#) [Academics](#) [Student Finances](#)

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Student Finances

Main



Documents and Forms

My Account

My ESAS

Health Insurance

International Students

1098T Tax Forms

Three Year Program

Veteran Affairs

Step 4: Click on Pay Online with Transact

My Account

My Account Info

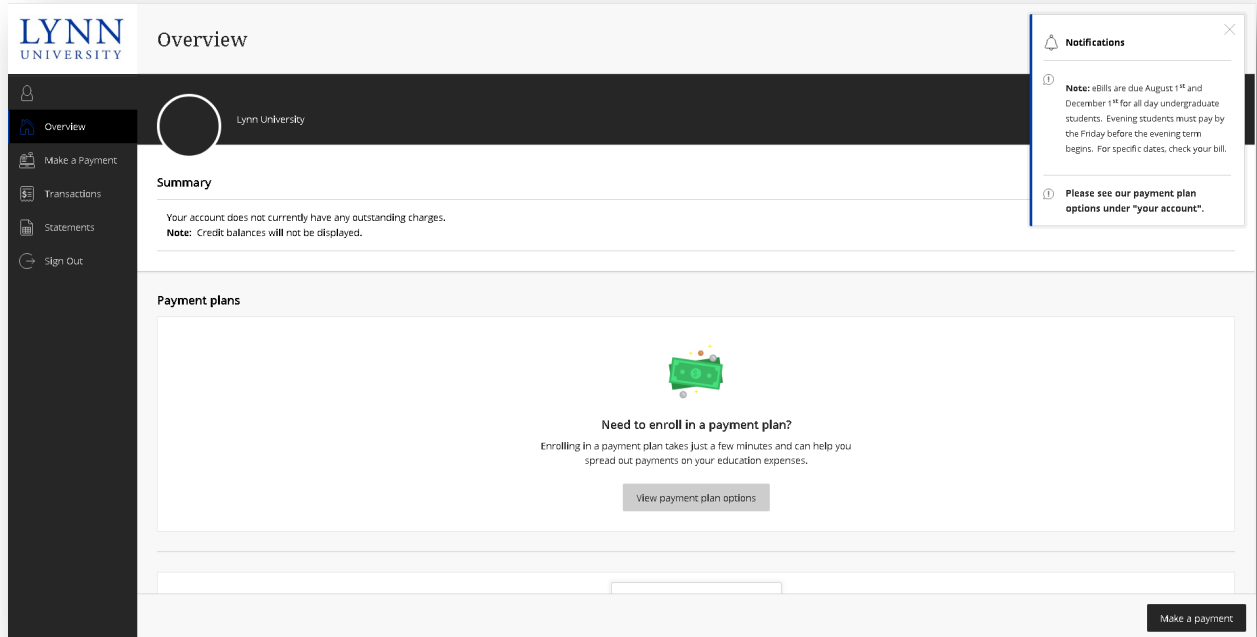
[My Account Balances](#)
[Course and Fee Statement](#)

Pay Online with Transact (formerly CashNet) Integrated Payments

[Make Online Payment Now or Setup Authorized User](#)

Service fee is 2.85% for domestic Credit Card transactions and 4.25% for international Credit Card transactions. The minimum service fee for card transactions over \$20 and less than \$106 will be \$3. Credit Cards Accepted: MASTERCARD, DISCOVER, AMERICAN EXPRESS, VISA or DINER'S. No Service Fee for E-Check Payment.

Step 5: Click on View payment plan options



Step 6: Select from the available options below



Option 1 of 2

Fall Installment Plan
Fall Installment Payment Plan



6 payments \$35 enrollment fee

*** Plan amount**

\$30,000.00

Minimum \$500 | Maximum \$35,000

Cancel

Enroll in plan



Option 2 of 2

Spring Semester Installment Plan
Spring Installment Payment Plan



6 payments \$35 enrollment fee

*** Plan amount**

\$30,000.00

Minimum \$500 | Maximum \$35,000

Cancel

Enroll in plan

Step 7: Review the eSignature disclosure and click Accept

eSignature disclosure ✕

Consent to Electronic Delivery By clicking the "Accept" button, you consent to receive your payment authorization electronically. Certain laws require us to provide specific information to you in writing, which means you have a right to receive that information on paper. We may provide that information to you electronically if we obtain your consent to receive it electronically. You confirm your computer has the hardware and software requirements set out below. You agree your authorization has been provided to you and is considered to be delivered "in writing". We recommend you print this for your records. Hardware and Software Requirements to Access Disclosure In order to access and retain this electronic disclosure, you will need: * A computer or other device with an Internet connection; * A monitor or other device to view the disclosure using your internet browser; * A current internet web browser which is capable of supporting HTML and 128 bit TLS encryption; and * Access to a computer operating system that can support these functions and software, and that has sufficient storage space for you to save the disclosure for later reference or an installed printer to print the disclosure. How to Withdraw Consent: You may withdraw your consent by contacting Customer Service 115 Munson Street New Haven, CT 06511. We will not impose any fee to process the withdrawal of your consent. Some required disclosures may be "one-time" disclosures for which your consent may not practically be withdrawn after receiving the initial electronic disclosure. Requesting Paper Copies: To request a paper copy of your authorization, contact us in writing at: Customer Service 115 Munson Street New Haven, CT 06511. If you request paper copies, we may charge you a service fee of \$5.00 per request.

Accept

Deposit	Payment/Deposit	Payment
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Step 8: Review the breakdown of the proposed plan and the terms and conditions before checking the box and clicking Continue

\$30,000

You've opted to enroll this amount in Fall Semester Installment Plan: Fall Installment Payment Plan

Review the finance information, payment schedule, and terms and conditions below.

ANNUAL PERCENTAGE RATE <small>The cost of your credit as a yearly rate.</small>	FINANCE CHARGE <small>The dollar amount the credit will cost you.</small>	Amount Financed <small>The amount of credit provided to you or on your behalf.</small>	Total of Payments <small>The amount you will have paid after you have made all payments as scheduled.</small>
0.5%	\$35	\$30,000	\$30,035

Payment Schedule

1	\$5,000	Payment due at time of enrollment
2	\$5,000	Payment due 6/1
3	\$5,000	Payment due 7/1
4	\$5,000	Payment due 8/1

7. Communications in Writing: All Communications in either electronic or paper format from us to you will be considered "in writing." You should print or download for your records a copy of this Disclosure and any other Communication that is important to you.

8. Federal Law: You acknowledge and agree that your consent to electronic Communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend that the Act apply to the fullest extent possible to validate our ability to conduct business with you by electronic means.

9. If any installment payment is not received within ten (10) calendar days from its due date, a late fee in the amount of no more than five-percent (5%) of the installment amount will be charged to the student.

10. Termination/Changes: We reserve the right, in our sole discretion, to discontinue the provision of your electronic Communications, or to terminate or change the terms and conditions on which we provide electronic Communications. We will provide you with notice of any such termination or change as required by law.

11. Consent: By selecting "Agree" you hereby give your affirmative consent to provide electronic Communications to you as described herein. You further agree that your computer satisfies the hardware and software requirements specified above and that you have provided us with a current email address at which we may send electronic Communications to you.

The featured words and symbols used to identify the source of goods may be the trademarks of their respective owners.

Except for disputes or claims in which the amount in controversy is within the jurisdictional limits of, and is filed in, a small claims court, you agree to arbitrate all disputes and claims between you and Higher One, Inc. before the American Arbitration Association ("AAA") under the Federal Arbitration Act, and not to sue in court in front of a judge or jury. You further agree that you may only be able to bring a claim against us in your individual capacity and not as a plaintiff or class member in any purported class or representative proceeding. The details of your agreement to binding individual arbitration can be found here: <http://www.blackboard.com/legal/arbitration-policy.html>

I have read the Truth in Lending disclosures presented on this screen, and agree to be bound by the terms and conditions that govern this tuition payment plan.

Step 9: Type in your date of birth and phone number and click continue

Overview

Payment Plan Enrollment

< Agreement

Enrollment information

● ● ● ● ●

Enrollment information

*** Date of Birth**

Maximum 50 characters

*** Phone Number**

Maximum 50 characters

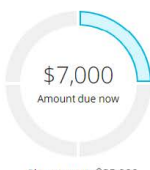
Step 10: Review the monthly payment amount and select Continue

Payment due at time of enrollment
\$7,035

Fall Semester Installment Plan: Fall Installment Plan

Enrollment fee	\$35
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Fall Semester Installment Plan: Fall Installment Plan



\$7,000
Amount due now

Plan amount: \$35,000

First payment	\$7,000
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Payment \$7,035.00

[Cancel](#) [Continue](#)

Step 11: Make your first payment





Overview
Payment Plan Enrollment

Payment method

How would you like to pay?

Payment amount
\$7,035

* Payment method

Secure encrypted payment

[Cancel](#) [Continue](#)