

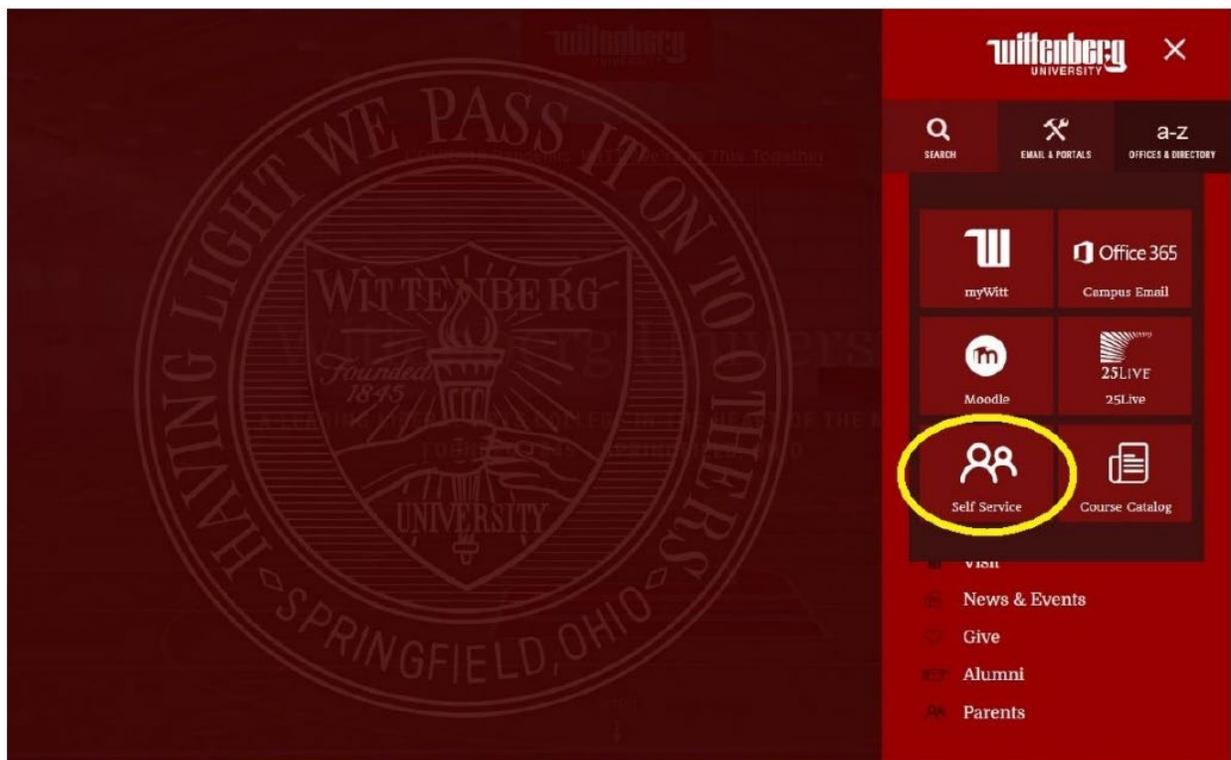


How to make an Online Payment (with Nelnet).

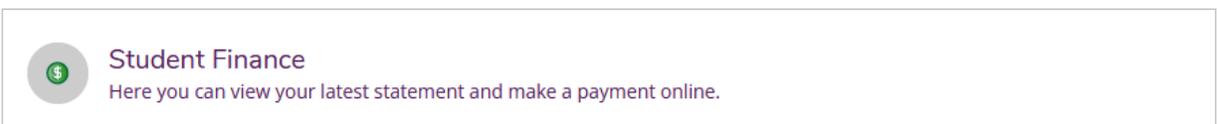
Office of Student Accounts

Step 1: Log in to Wittenberg Self Service

1. Go to www.wittenberg.edu.
2. Click on MENU in the top right-hand corner.
3. Click on EMAIL & PORTALS.
4. Click on SELF SERVICE from the dropdown menu. Sign in with your Wittenberg email address and password.



Step 2: Click on “Student Finance” to view your Account Summary.



Step 3: Select the semester you would like to submit payment for.

Total Account Balance	\$5,300.00
Fall Semester 2023	\$5,300.00
Sum Sem III (11 Wks)	\$0.00

Step 4: Review account activity. Once ready to pay, click “Make a Payment”.

Account Activity
View your Financial Activity

Alert: NOTE: For Greek Items, please contact your chapter directly.
To make a single payment or set up a payment plan, please go to [Make A Payment](#)

Term: Fall Semester 2023 - Balance: \$5,300.00 [View Statement](#)

 Charges \$5,300.00 =  Balance \$5,300.00

[Expand All](#)

Step 4: Click “Proceed to Processor”. Follow prompt to Nelnet.

Payment Plan & Billing
Review your account and proceed to processor

A new window will open and redirect you to our payment processor, Nelnet Campus Commerce. [Proceed to Processor](#)

Step 5: If this is your first-time logging into Nelnet, please verify your demographic information.

Step 6: Click "Make a Payment".

Billing And Payments

View Details

Maya Mercer ID: 11877

Current Balance
\$4,404.16 [Transaction Details](#)

Make a Payment

[View Last Bill](#)

FALL	AMOUNT DUE
Current Charges	\$1,500.00
SPRING	AMOUNT DUE
Payment Plan (101 090 602) Actions	\$2,904.16

Step 7: Create your Payment Plan or Make a One-Time payment. Select your preferred payment method

Make A Payment

Shari Collins ID: 1119

1 Select A Payment 2 Payment Method 3 Receipt

What would you like to pay?

Current Charges [Want to designate another payer?](#)

Payment Plan

A custom message can be displayed whenever housing is being paid.

Select Accounts to Pay

ACCOUNT	CURRENT BALANCE	P
Housing Fall 20XX	1000.00	\$

PAYMENT AMOUNT

[Cancel](#) [Next - Payment Method](#)

Make A Payment

Maya Mercer ID: 11877

1 Select A Payment 2 Payment Method 3 Receipt

VISA ending in 1111
or Add a New Account

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to X.XX%
- Debit Card - up to X.XX%
- Checking or Savings Account - no fee

Card transactions for Nelnet Community College are processed by Nelnet Campus Commerce, USA.

Nelnet Returned Payment Fee Policy

Total Amount

Institution Amount	\$580.84
Service Fee	\$15.97
Total	\$596.81

A transaction receipt will be sent to: mmercer@nelnetcc.edu. Add

Authorization

This payment will affect the payment schedule only if it is successful. If this payment returns before the next scheduled payment date, we will attempt the scheduled payment on the scheduled date. If this payment returns after the next scheduled payment date, we will attempt the scheduled payment IMMEDIATELY after receiving the return.

By clicking the Pay Now button, you authorize Nelnet to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

[Cancel](#) [Pay \\$596.81 Now](#)

Step 8: Finalize your payment and save your receipt.

Questions?

Wittenberg University
Office of Student Accounts

PO Box 720

Springfield, Ohio 45501

937-327-6146

studentaccounts@wittenberg.edu