

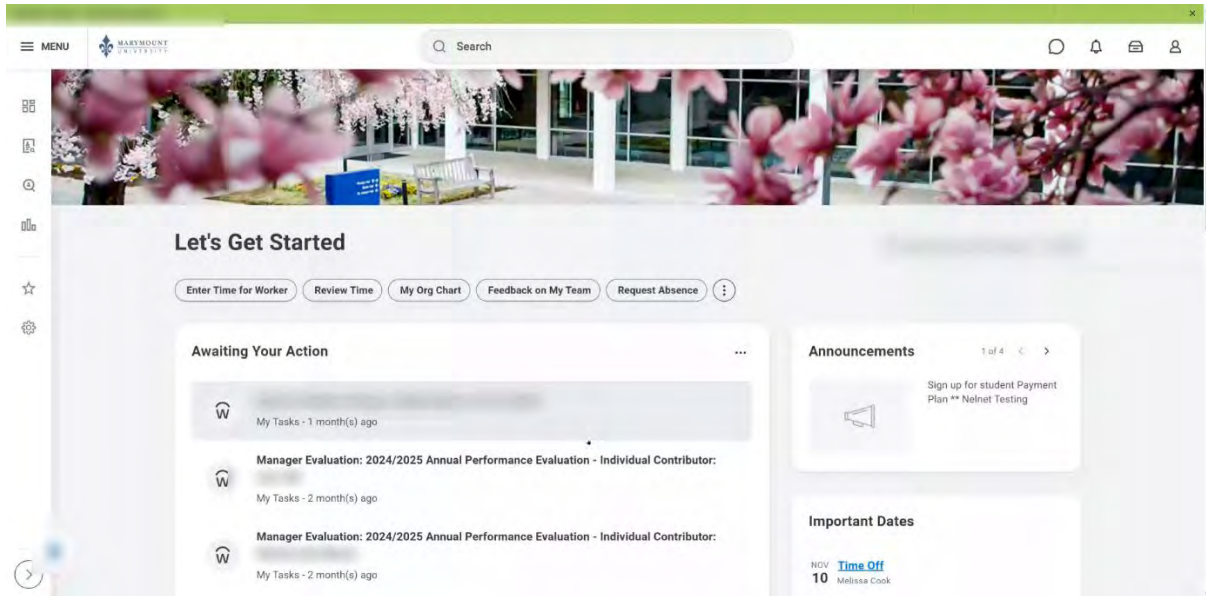
NEW - Create a Payment Plan in Workday thru Campus Commerce



This tutorial guides you through setting up a payment plan from Workday, using the Campus Commerce system.

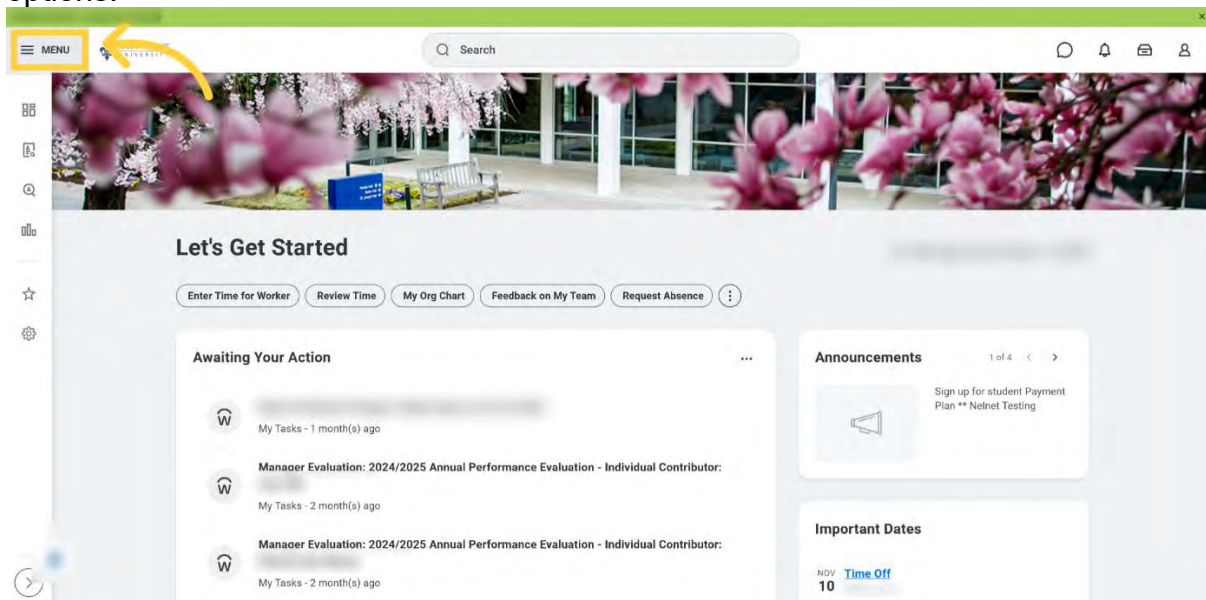
1. Introduction

You will learn how to navigate the system, enter required information, and complete your payment plan setup. Log into your Workday account via the sso.marymount.edu site.



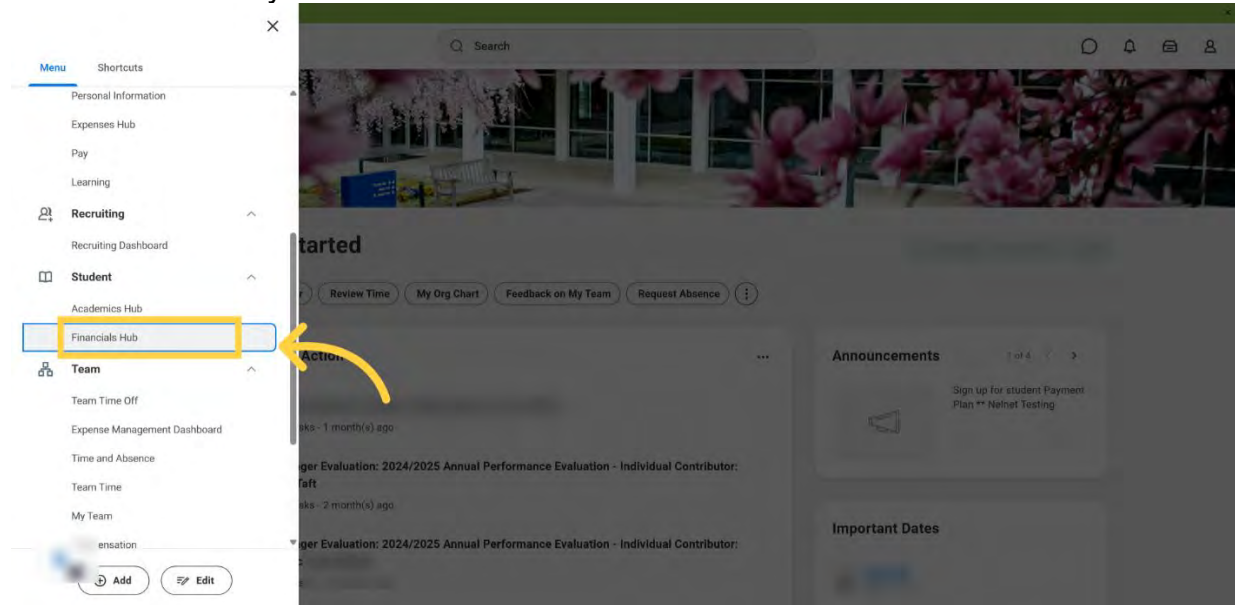
2. Open Main Menu

From the main Workday menu, click the MENU icon to access the main navigation options.



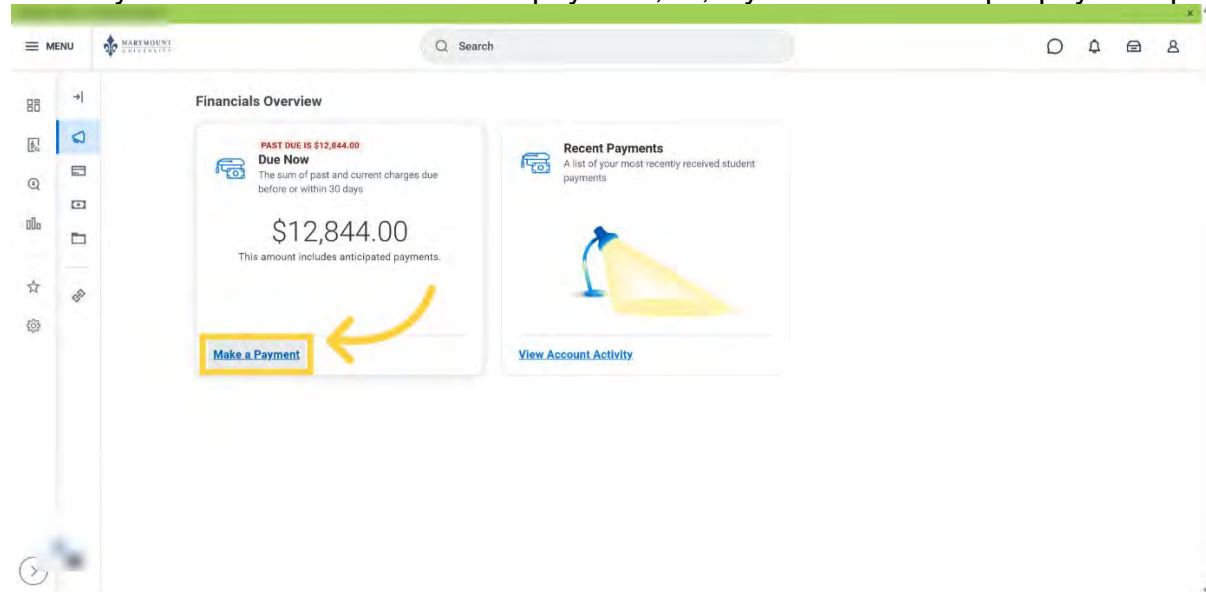
3. Access Financials Hub

Scroll down and click on the Financials Hub to open the student financial management section of Workday.



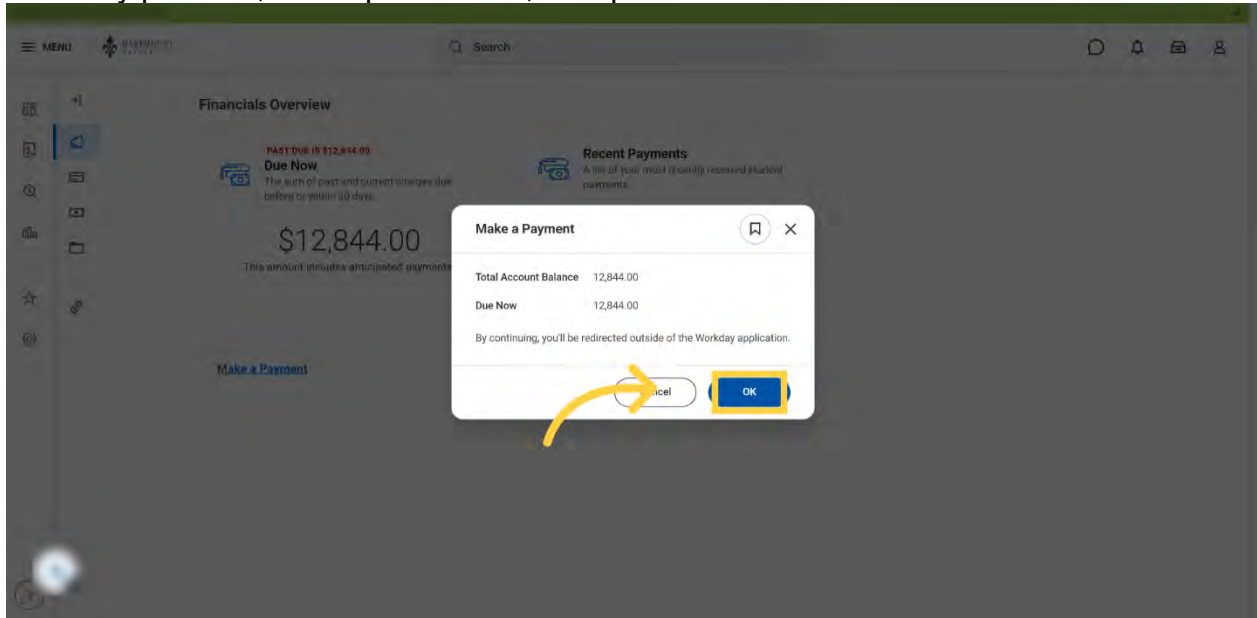
4. Select Make a Payment

Click the Make a Payment button to begin the payment process. This button will be used if you want to make a one time payment, or, if you want to set up a payment plan.



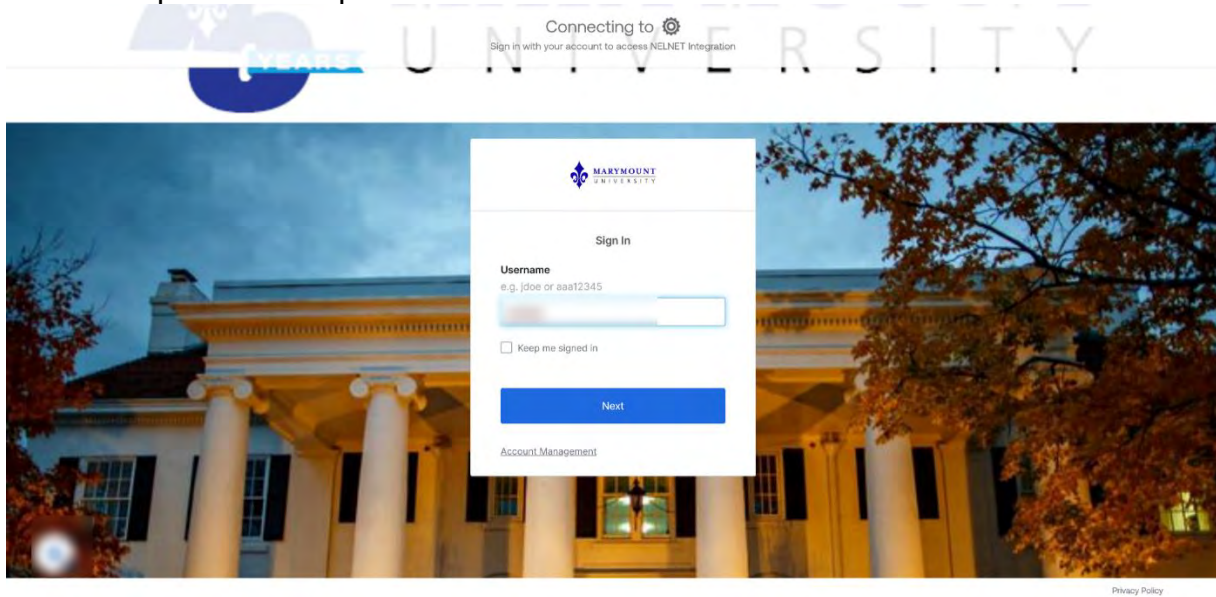
5. Confirm Payment Action

Click OK to confirm your intent to make a payment. This will redirect you out of the Workday platform, to our partner site, Campus Commerce.



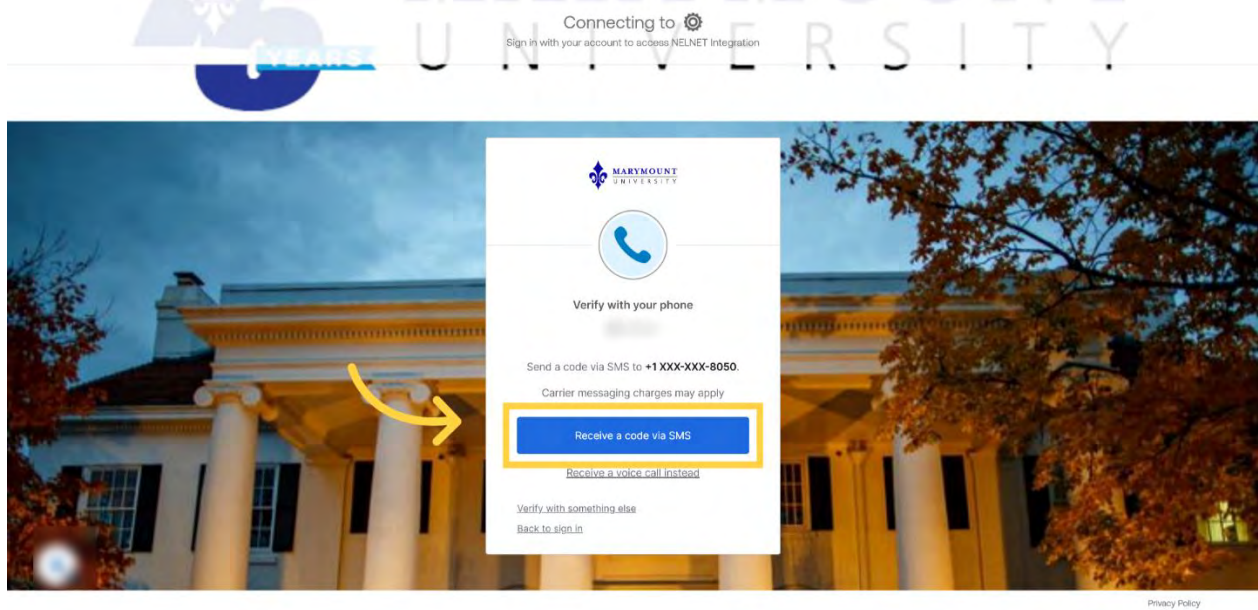
6. Switch To Okta Portal

The first time you try to access the payment partners website from within Workday, you may be asked to reauthenticate using Okta. Enter your Marymount University user name and password to proceed.



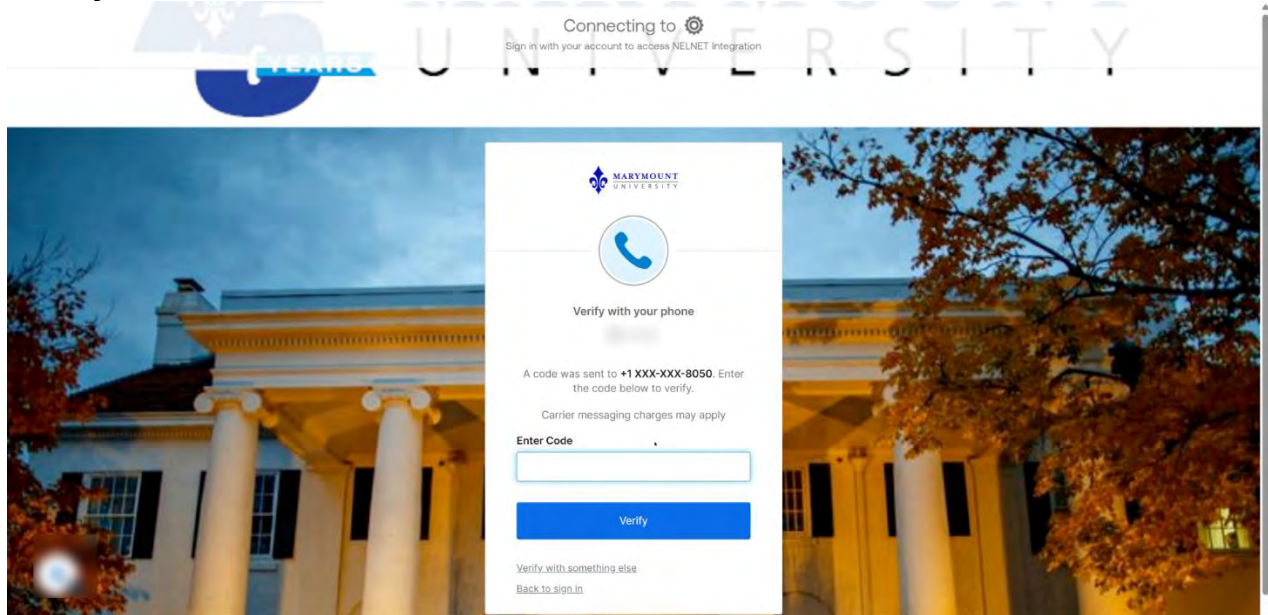
7. Choose SMS Code Delivery

Click Receive a code via SMS to get your verification code.



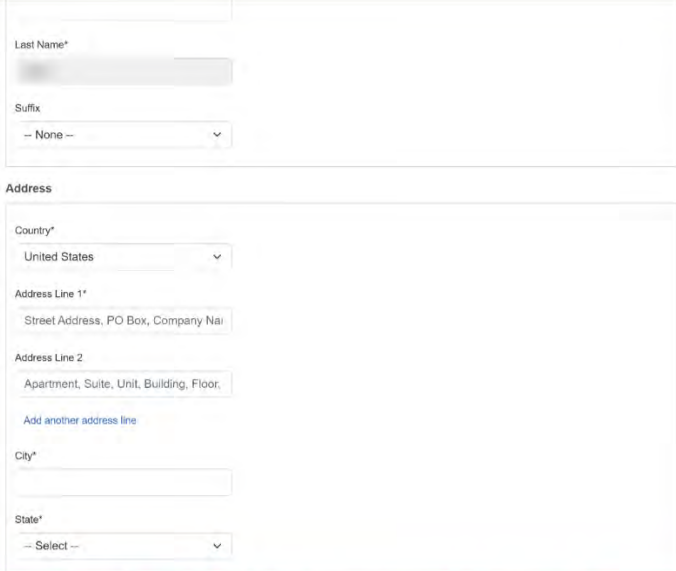
8. Enter SMS Code Part

Enter your SMS verification code.



9. Switch To Campus Commerce

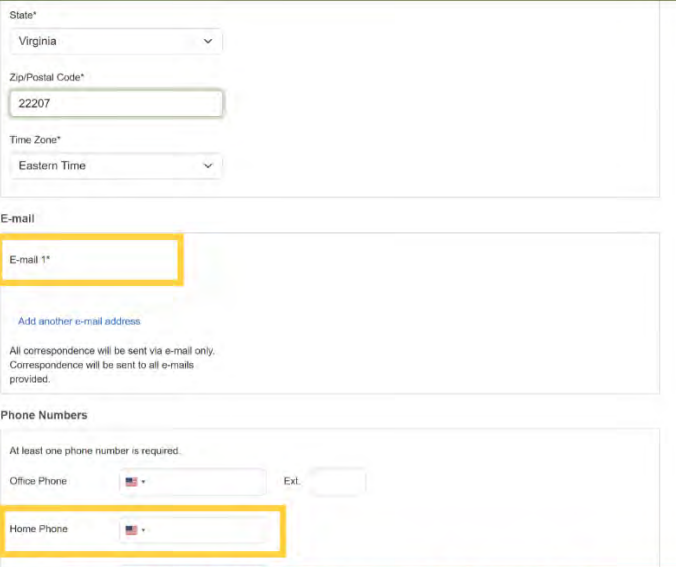
Once authenticated, you will be switched to the Campus Commerce site to continue making a payment. The first time you use Campus Commerce, you will be asked to set up your account. Your first and last name will auto populate on the screen. Scroll down the page to enter your personal address information.



The screenshot shows a form for entering personal address information. The form is divided into two main sections: 'Last Name*' and 'Address'. The 'Last Name*' section includes a text input field with a blurred value and a 'Suffix' dropdown menu currently set to '-- None --'. The 'Address' section includes a 'Country*' dropdown menu set to 'United States', an 'Address Line 1*' text input field with placeholder text 'Street Address, PO Box, Company Name', an 'Address Line 2' text input field with placeholder text 'Apartment, Suite, Unit, Building, Floor', a link 'Add another address line', a 'City*' text input field, and a 'State*' dropdown menu set to '-- Select --'. A red banner at the bottom of the form contains the text: 'Please be advised, this is the QA demo environment. Not for production use.'

10. Enter email and phone numbers

Scroll down and enter your primary email address and at least one phone number, to ensure there is contact information.



The screenshot shows a form for entering contact information. The form is divided into three main sections: 'State*', 'E-mail', and 'Phone Numbers'. The 'State*' section includes a dropdown menu set to 'Virginia'. The 'E-mail' section includes an 'E-mail 1*' text input field highlighted with a yellow box, a link 'Add another e-mail address', and a note: 'All correspondence will be sent via e-mail only. Correspondence will be sent to all e-mails provided.' The 'Phone Numbers' section includes a note 'At least one phone number is required.', an 'Office Phone' field with a country code dropdown (US) and an 'Ext.' field, and a 'Home Phone' field with a country code dropdown (US) highlighted with a yellow box. A yellow arrow points to the 'Home Phone' field. A red banner at the bottom of the form contains the text: 'Please be advised, this is the QA demo environment. Not for production use.'

11. Click Next Button

Click Next to proceed with creating your account with Campus Commerce. You will not need to enter this personal information the next time you login.

E-mail 1*

[Add another e-mail address](#)

All correspondence will be sent via e-mail only.
Correspondence will be sent to all e-mails provided.

Phone Numbers

At least one phone number is required.

Office Phone Ext.

Home Phone

Mobile Phone

Applies to US residents only.

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize Netnet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). By saving a phone number, you agree to such contact related to your account.

[Next](#)

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12. Finale steps to create your new account

Enter a four digit pin or security code as requested. You need to remember this code for future logins to the payment system. Continue filling out the form, choosing two security questions and answers. Again, you will need to remember this information for future logins to the payment system.

Create Account

Online Account Profile

Required fields are marked with a *

Phone Authentication

This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember.

4-Digit PIN*

Telephone ID Question 1*

Question 1 Answer*

Telephone ID Question 2*

Question 2 Answer*

[Submit](#) [Back](#)

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13. Submit Security Information

Click Submit to save your security questions and answers.

Create Account

Online Account Profile

Required fields are marked with a *

Phone Authentication

This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember.

4-Digit PIN*

1212

Telephone ID Question 1*

What is your oldest sibling's middle name?

Question 1 Answer*

John

Telephone ID Question 2*

What was the name of your first pet?

Question 2 Answer*

Candy

Submit Back

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14. Start Payment Plan Process

You will now be redirected to the Campus Connect payment portal. This screen displays your charges for the semester, in real time. Your total charges can change if new charges are charge adjustments are made during the payment plan period. To set up a payment plan, click on the SET UP A PAYMENT PLAN button to proceed.

MARYMOUNT UNIVERSITY

Customer Service | Sign Out

Home

My Profile

Financial Accounts

Notifications

Hello [Name]

Payment Activity [View Details](#)

Current Balance \$12,000.00 [Balance Details](#)

[Make a Payment](#)

Current Charges AMOUNT DUE \$12,000.00

[Set up a Payment Plan](#)

Register to receive text services on your mobile phone.

Want to allow a friend or family member to pay toward your balance? Add an Authorized Party.

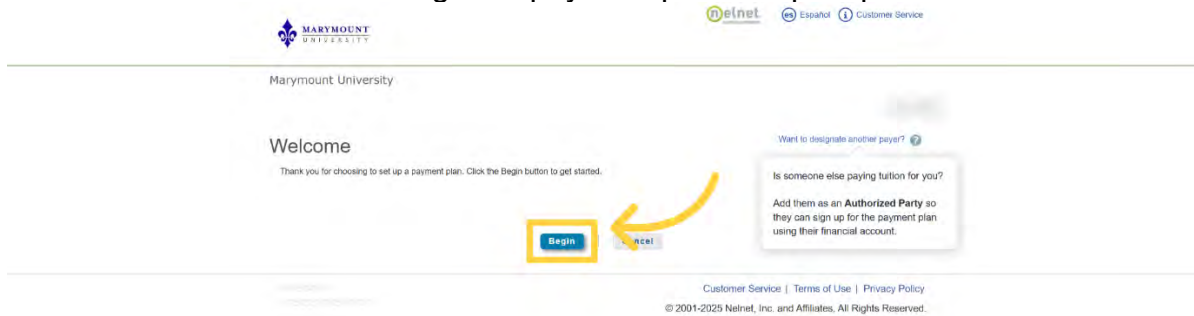
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15. Proceed To Next Step

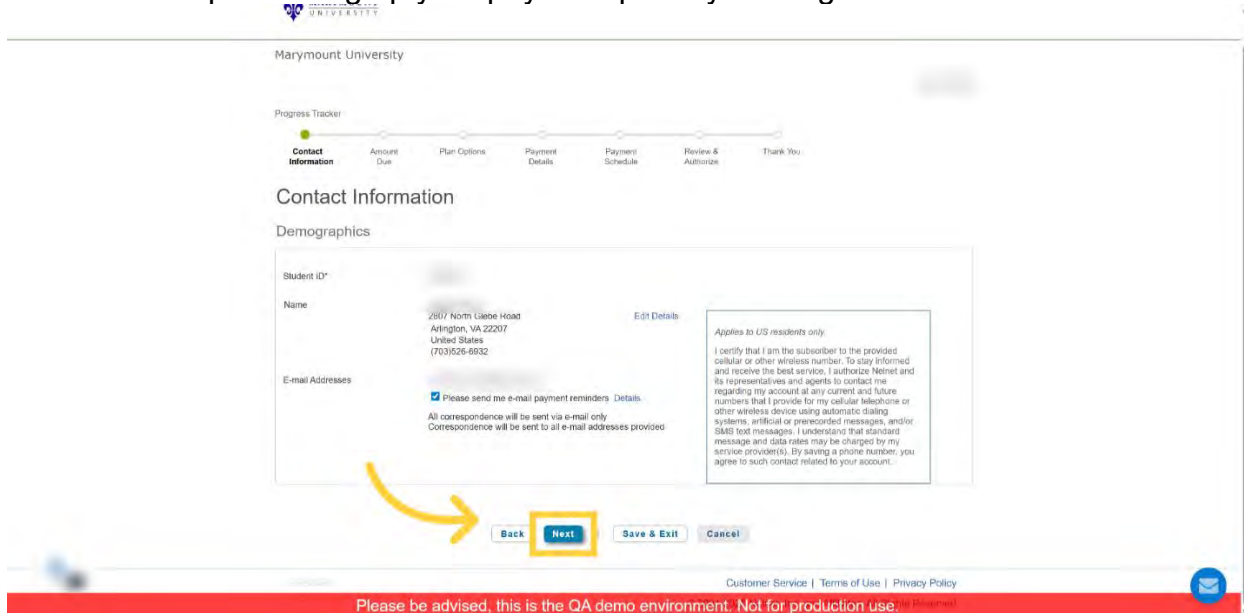
Click BEGIN to continue through the payment plan setup steps.



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16. Contact Information Screen

This screen will display your demo graphic information. Review your data and move on to the next step in setting up your payment plan by clicking NEXT.



17. Amount Due screen

Click This screen will show your amount due. Move to the next step in setting up your payment plan by clicking NEXT..

Marymount University

Progress Tracker

Contact Information | **Amount Due** | Plan Options | Payment Details | Payment Schedule | Review & Authorize | Thank You

Amount Due

Name	Amount Due	
	12,000.00	View Details

Details

Expand All | Collapse All Hide

Description	Charges	Credits	Total
Student Account Balance			12,000.00
Total			12,000.00

[Back](#) [Next](#) [Cancel](#)

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18. Enter Payment Plan Selection

On this screen, you'll see the payment plan options currently available to you, along with your eligibility details. Depending on the time you are setting up your plan, you may see one or more payment plan options. Each plan will display a Payment Plan Enrollment fee, which is due immediately when you set up your plan. Review your options, select the plan you wish to enroll in by clicking Select and then click NEXT to continue.

Marymount University

Progress Tracker

Contact Information | Amount Due | **Plan Options** | Payment Details | Payment Schedule | Review & Authorize | Thank You

Payment Plan Options

Amount Due to Marymount University: \$12,000.00

Select a payment schedule Show: All Items Selected

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee (Due Today)
<input type="radio"/>	Automatic Payments from • Bank Account • Credit/Debit Card	4		\$3,000.00	1st 5th	28 Nov 2025 03 Dec 2025	\$50.00
<input type="radio"/>	Automatic Payments from • Bank Account • Credit/Debit Card	3		\$4,000.00	1st 5th	30 Dec 2025 01 Jan 2026	\$50.00

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19. Confirm Selection

Click OK to confirm your payment plan choice.

Marymount University

Progress Tracker

Contact Information | Amount Due | **Plan Options** | Payment Details | Payment Schedule | Review & Authorize | Thank You

Payment Plan Options

Amount Due to Marymount University: \$12,000.00

Select a payment schedule

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee (Due Today)
<input checked="" type="radio"/>	Automatic Payments from • Bank Account • Credit/Debit Card	4		\$3,000.00	1st 5th	26 Nov 2025 03 Dec 2025	\$50.00
<input type="radio"/>	Automatic Payments from • Bank Account • Credit/Debit Card	3		\$4,000.00	1st 5th	30 Dec 2025 01 Jan 2026	\$50.00

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20. Select Payment Method

Before you can finalize your payment plan set up, this screen will inform you that there is a non-refundable payment plan enrollment fee. To move on to the next step in setting up your payment plan, select OK.

Marymount University

Progress Tracker

Contact Information | Amount Due | **Plan Options** | Payment Details | Payment Schedule | Review & Authorize | Thank You

Payment Plan Options

Amount Due to Marymount University: \$12,000.00

Select a payment schedule

Payment Plan Enrollment Fee

There is a nonrefundable payment plan enrollment fee to participate in the option you selected.

OK Cancel

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee (Due Today)
<input checked="" type="radio"/>	Automatic Payments from • Bank Account • Credit/Debit Card	4		\$3,000.00	1st 5th	26 Nov 2025 03 Dec 2025	\$50.00
<input type="radio"/>	Automatic Payments from • Bank Account • Credit/Debit Card	3		\$4,000.00	1st 5th	30 Dec 2025 01 Jan 2026	\$50.00

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21. Add New Payment Card

Click -- Add Credit/Debit Card -- to enter on this screen, you will add your payment method details. You can choose to pay with a debit/credit card or a personal bank account for a checking or savings account. Choose your preferred payment method from the drop down list.

Marymount University

Progress Tracker

Contact Information Amount Due Plan Options **Payment Details** Payment Schedule Review & Authorize Thank You

Payment Details

Please enter your primary financial account for payments:

Pay using -- Select --

Marymount University allows you to pay using a bank account (checking or savings) or a credit/debit card (Visa, Mastercard, Discover, American Express, Diners Club, JCB or UnionPay).

The following processing fees may apply:

- Credit Card - up to 2.85%
- Debit Card - up to 2.85%
- Checking or Savings account - no fee

The amount will be disclosed once you select your payment method. Card transactions for Marymount University are processed by Nelnet Campus Commerce, USA.

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22. Proceed To Next Step

In this example, we will add a new bank account as our preferred payment method. Click Next to continue.

Marymount University

Progress Tracker

Contact Information Amount Due Plan Options **Payment Details** Payment Schedule Review & Authorize Thank You

Payment Details

Please enter your primary financial account for payments:

Pay using -- Add Credit/Debit Card --

-- Select --

ADD BANK ACCOUNT (CHECKING OR SAVINGS) OR A CREDIT/DEBIT CARD (VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS, DINERS CLUB, JCB OR UNIONPAY)

The following processing fees may apply:

- Credit Card - up to 2.85%
- Debit Card - up to 2.85%
- Checking or Savings account - no fee

The amount will be disclosed once you select your payment method. Card transactions for Marymount University are processed by Nelnet Campus Commerce, USA.

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23. Enter Account details

Enter the required details for your payment method. For this example, we will enter an account holder name, and account nickname, the account type (checking or savings), the bank account routing number and the bank account number. Once complete, click the SAVE button to proceed.

The screenshot shows the 'Add Account' form within the Marymount University payment system. At the top, there is a progress tracker with steps: Contact Information, Amount Due, Plan Options, **Payment Details**, Payment Schedule, Review & Authorize, and Thank You. The 'Add Account' form is titled 'Bank Account' and includes the following fields: Account Holder Name*, Account Nickname*, Account Type* (a dropdown menu), Routing Number*, and Account Number*. Below the form, there is a 'Save' button and a 'Cancel' button. At the bottom of the page, there is a red banner with the text: 'Please be advised, this is the QA demo environment. Not for production use.'

24. Proceed To Next Step

Once you have entered a payment method and saved it on file, you will be returned to the payment plan payment details page. Choose a payment method from the drop down list. Click your saved bank account to use it for payment. Then click on the NEXT button to proceed.

The screenshot shows the 'Payment Details' page. At the top, there is a progress tracker with steps: Contact Information, Amount Due, Plan Options, **Payment Details**, Payment Schedule, Review & Authorize, and Thank You. The 'Payment Details' section is titled 'Please enter your primary financial account for payments'. It features a 'Pay using' dropdown menu with the following options: My Account - 1234, -- Select --, -- Add Bank Account --, My Account - 1234, and My Account - 1234. A yellow box highlights the 'My Account - 1234' option, and a yellow arrow points to it. Below the dropdown menu, there is a table for 'Amount Due Today' and a 'Remaining Amount' section. The 'Amount Due Today' table has two columns: 'Pay using' and 'Amount Due Today'. The 'Remaining Amount' section has a table with two columns: 'Total Amount Remaining for Payment Plan' and 'Amount'. At the bottom of the page, there is a red banner with the text: 'Please be advised, this is the QA demo environment. Not for production use.'

Amount Due Today	
Pay using	My Account - 1234 (Change)
Enrollment Fee	50.00
Amount Due Today	\$50.00

Remaining Amount	
Total Amount Remaining for Payment Plan	\$12,000.00

25. Select Specific Payment Date

The system will allow you to choose your monthly payment date. In this example, we will choose the first, for our monthly scheduled payment date. Then click the NEXT button to proceed.

The screenshot shows the 'Payment Schedule' step in a progress tracker. A dropdown menu is open, showing options: '- Select -', '- Select -', '1st', and '5th'. A yellow arrow points to the '1st' option. The 'Next' button is highlighted with a yellow box.

Marymount University

Progress Tracker

Contact Information | Amount Due | Plan Options | Payment Details | **Payment Schedule** | Review & Authorize | Thank You

Payment Schedule

What day do you want the future scheduled payments to be on?*

- Select -
- Select -
1st
5th

Cancel

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26. Future Payment Schedule

Once you choose your payment schedule date, this screen will display your payment schedule, including dates and amounts of each payment in your plan. You will see your first payment date, monthly installment accounts and your final payment date listed. The schedule is automatically based on when you set up your plan and your total balance due. Move to the next step in setting your payment plan by clicking on the NEXT button.

The screenshot shows the 'Future Payment Schedule' screen. A table displays four payment entries, each with a date, description, and amount of 3,000.00. The 'Next' button is highlighted with a yellow box.

Marymount University

Progress Tracker

Contact Information | Amount Due | Plan Options | Payment Details | **Payment Schedule** | Review & Authorize | Thank You

Payment Schedule

What day do you want the future scheduled payments to be on?*

1st

Future Payment Schedule

Payment Date	Description	Amount
	Payment	3,000.00
	Payment	3,000.00
	Payment	3,000.00
	Payment	3,000.00

Card transactions for Marymount University are processed by Netnet Campus Commerce, USA.

Back | **Next** | Cancel

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27. Review and Authorize

On this screen, you'll review all the details of your payment plan before authorizing payments. Take a moment to carefully confirm that all the information is correct, including your payment plan option, payment method and payment schedule. Once you have verified everything, read the Terms and Conditions agreement carefully. This agreement gives Campus Commerce permission to process your payments according to the schedule you have agreed. To finalize your payment plan, click on the check box " I HAVE READ AND ACCEPT THE TERMS AND CONDITIONS OF THIS PAYMENT PLAN" To complete, click on the Authorize button

The enrollment fee is the cost to participate in the payment plan and is considered a prepaid finance charge. The Annual Percentage Rate is calculated based on the amount financed, payment and due dates, and finance charge.

Marymount University Cotleen Ryan
2807 North Glebe Road
Arlington, VA 22207

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	AMOUNT FINANCED	TOTAL OF PAYMENTS
The cost of your credit as a yearly rate. 2.26%	The dollar amount your credit will cost you. \$50.00	The amount of credit provided to you or on your behalf. \$12,000.00	The amount you will have paid after you have made all payments as scheduled. \$12,050.00

Your payment schedule will be:

Number of Payments	Amount of Payments	When Payments are Due
1	\$50.00	
1	\$3,000.00	
1	\$3,000.00	
1	\$3,000.00	
1	\$3,000.00	

Late Charge: None
Prepayment: If you pay off early, you will not be entitled to a refund of the finance charge.
 See your contract documents for any additional information about nonpayment, default, any required repayment in full before the scheduled date, and prepayment refunds and penalties.

Itemization of the Amount Financed of \$12,000.00
 \$12,000.00 Amount paid on your account.
 \$50.00 Prepaid finance charge

I have read and accept the terms and conditions of this payment plan

[Back](#) [Authorize](#) [Cancel](#)

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28. Update Financial Account

This next screen will show your agreement number and amount paid today. From here you can also print the terms and conditions or send an email confirmation. When you have either printed or sent an email confirmation, click on the DONE button to return to the main Campus Commerce page.

SPECIAL NOTE REGARDING FINANCIAL AID: Please do not assume your balance will automatically be adjusted if you receive financial aid or if a class or service is added or dropped. You should review your Agreement balance online or contact your institution.

TRUTH IN LENDING DISCLOSURE
The enrollment fee is the cost to participate in the payment plan and is considered a prepaid finance charge. The Annual Percentage Rate is calculated based on the amount financed, payment and due dates, and finance charge.

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	AMOUNT FINANCED	TOTAL OF PAYMENTS
The cost of your credit as a yearly rate. 2.26%	The dollar amount your credit will cost you. \$50.00	The amount of credit provided to you or on your behalf. \$12,000.00	The amount you will have paid after you have made all payments as scheduled. \$12,050.00

Your payment schedule will be:

Number of Payments	Amount of Payments	When Payments are Due
1	\$50.00	
1	\$3,000.00	
1	\$3,000.00	
1	\$3,000.00	
1	\$3,000.00	

Late Charge: None
Prepayment: If you pay off early, you will not be entitled to a refund of the finance charge.
See your contract documents for any additional information about nonpayment, default, any required repayment in full before the scheduled date, and prepayment refunds and penalties.

Remission of the Amount Financed of \$12,000.00
\$12,000.00 Amount paid on your account
\$50.00 Prepaid finance charge

[Done](#) [Send E-mail Confirmation](#) [Print](#)

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29. Sign out

Click on the sign out icon, to be returned to the Workday system.

Customer Service [Sign Out](#)

Home
My Profile
Financial Accounts
Notifications

Hello, [User Name]

Payment Activity [View Details](#)
Current Balance: **\$12,000.00** [Balance Details](#)
[Make a Payment](#)

Payment Plan (101 185 630) [Actions](#) **AMOUNT DUE \$12,000.00**
Plan owned by Colleen Ryan [Update Financial Account](#)

- My Profile
- Financial Accounts
- Español

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You have successfully completed setting up a payment plan using Campus Commerce. Verify your payment and plan details in your account dashboard to ensure everything is processed correctly. For further assistance, contact the Student Accounts department at saccount@marymount.edu