

How to make a payment

1. Open web browser (IE/Chrome/Opera/Firefox/Safari/CocCoc)
2. Open my.chemeketa.edu
3. Enter your **Username** and **Password** and press LOGIN

Enter your Username and Password

Username:

Password:

LOGIN [Forgot your password?](#)

To protect your personal information please log out using the logout button and close all web browser windows when you are finished using any Chemeketa service.

My Chemeketa Google Apps

Current Services Status
All Systems
Status: normal

If you experience issues with the look or operation of any of our web sites, please try using the [latest version of Google Chrome](#).

4. Click on "Account" Menu on the right → Pay your account

My Chemeketa

Classes Services Studying

Home Schedule Calendar FAQ

Gmail Calendar Drive eLearn Logout

Chemeketa Announcements

Announcements

Subject	Preview	Hide
Online Payment System Changes	Chemeketa is migrating our Nelnet online... Delivery Date: July 31, 2017	Hide
Chemeketa Reduces Tuition \$1 per Credit	Chemeketa is rolling back its in-state ... Delivery Date: July 12, 2017	Hide
Identifying classes with low or no cost instructional materials	The online searchable schedule of ... Delivery Date: May 12, 2017	Hide

Show Hidden

Registration

Account

Account holds

Pay your account

Account summary

Account detail for a term

Account summary by term

Direct deposit information

Tax notifications

Tuition & fees charges

5. Click on "Proceed to Nelnet"

My Chemeketa

Classes Services Studying

Personal Information Student Financial Aid

Payments and Account Profile

Account Management Information

To ensure the utmost security of your credit card and bank information we partner with Nelnet Campus Commerce for payment processing, payment plans and electronic billing.

Online Payments

- Pay with credit or debit cards or an e-check
- Your account balance will auto populate with the current amount due
- All payments posted through Nelnet will be posted to your student account within 1 business day
- Account holds will not be removed until the business day following payment.

Payment Plans

- Set up a payment plan for current term charges
- Complete the payment plan set up process and read the terms and conditions carefully
- Funds will be automatically deducted monthly from the bank account or credit card you provide
- All payments posted through Nelnet will be posted to your student account within 1 business day
- You will not incur late fees on your account as long as you have a payment plan active for the term

Reviewing eBills and Account Balance

- When you have an account balance we will send you notification that you have an ebill (electronic invoice) to review
- You can review your detail account information, past statements and transaction history

Managing Payment Profiles

- Set up your payment profile - save credit card or bank information for ease of future payment
- Authorize other Payers - give someone else authorization to pay your account

If you have questions please contact Business Services at 503.399.5011 or businessservices@chemeketa.edu

Proceed to Nelnet
For payments and account profile

Registration

Account

Grades & transcripts

Personal information

- A browser will open a new tab, fill in your basic information including your Home Address (in your country), your home phone number, and your My Chemeketa Email.

Create Account

Contact Info

Welcome. Please take a few moments to review and complete your contact information.

Name

Prefix	Mr.
First Name*	
Middle Name	
Last Name*	
Suffix	.

Address

Country*		
Address Line 1	Your home address	
Address Line 2	Apartment, Suite, Unit, Building, Floor, etc.	Add
City	Your home city	
State/Province/Region	---Same here---	
ZIP/Postal Code		

E-mail

E-mail 1*	YourChemeketaEmailHere@my.chemeketa.edu	
E-mail 2		
E-mail 3		

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.

Daytime Phone	Int'l	Your Phone Number
Evening Phone	US	() - - Ext.
Mobile Phone	US	() - -

- Fill in your Security Questions and Answers – Please remember or save it in a safe place. → Submit

Create Account

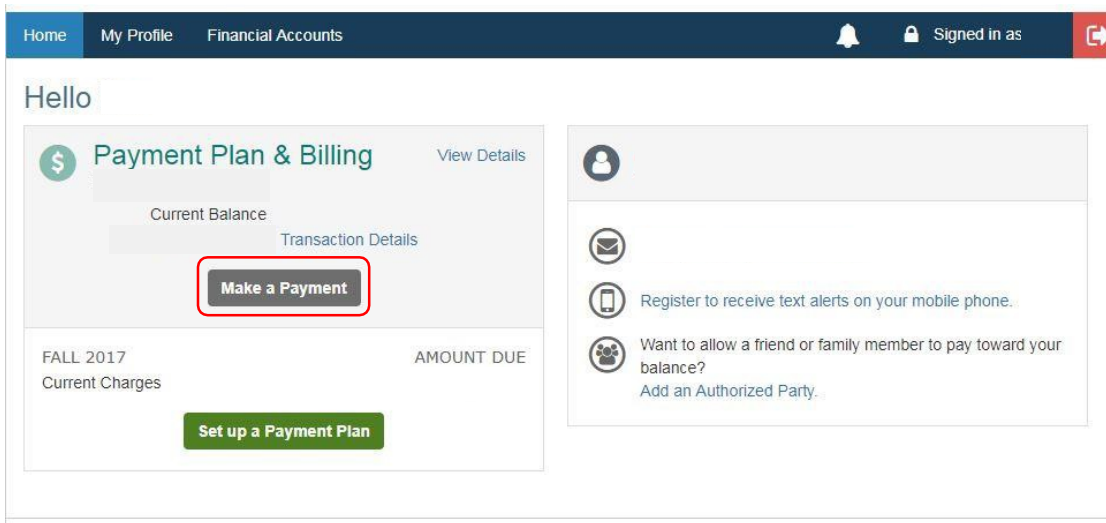
Online Account Profile

Security Questions

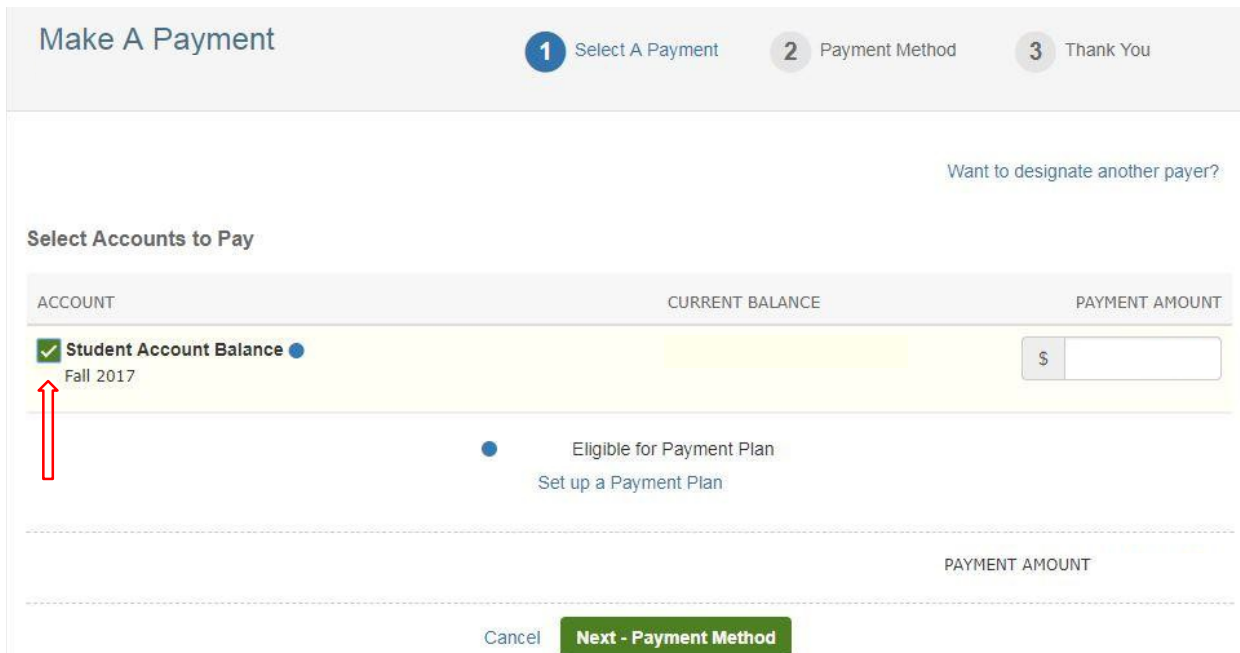
Telephone ID Question 1*	-- Select --	?
Question 1 Answer*		
Telephone ID Question 2*	-- Select --	?
Question 2 Answer*		

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

8. On the next page. Select **Make a Payment** For instructions on setting up a payment plan, see the next page.



9. Select Term that you are paying for → Next- Payment Method



10. Choose your payment method, we recommend using Credit Card method for this payment. Enter Billing information (Card Number, Name, Expiration Date, Billing Address) –Continue

11. The review page will appear, and you click **Authorize Payment** to complete the payment

12. If the payment was received successfully, the next screen will indicate that your payment has been received. A copy of the receipt is also sent to your email.

Thank you!

PS: Note if you have any questions, please contact us at: internationaladvising@chemeketa.edu

How to set up a payment plan

Follow steps 1 – 7 above.

8. On the next page select **Set up a Payment Plan**

The screenshot shows a user interface with a dark blue navigation bar at the top containing 'Home', 'My Profile', 'Financial Accounts', a notification bell, a lock icon, and 'Signed in as' with a profile icon. Below the navigation bar, the main content area is titled 'Hello'. On the left, there is a 'Payment Plan & Billing' section with a green dollar sign icon and a 'View Details' link. Underneath, it shows 'Current Balance' and 'Transaction Details' with a 'Make a Payment' button. At the bottom of this section, it displays 'FALL 2017 Current Charges' and 'AMOUNT DUE', with a green 'Set up a Payment Plan' button highlighted by a red rectangle. On the right side, there is a sidebar with a profile icon and three options: 'Register to receive text alerts on your mobile phone.', 'Want to allow a friend or family member to pay toward your balance? Add an Authorized Party.', and another option partially visible.

9. Select **Begin**, check the contact information and select **Next** on the two following pages.

10. You will come to this screen, which has different dates depending on the term and when you are setting up your plan. Select the plan that starts in the month you want to start making payments. The top option begins the soonest (in the current month) and will have more, smaller payments. The bottom option begins the latest and will have fewer, larger payments.

Payment Plan Options

Amount Due to Chemeketa Community College:

Select a payment schedule

Show: All Items Selected

Monthly Payments

Select	Payment Method	Down Payment (Due Today)	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee (Due Today)
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit Card	\$	4	Month 1	\$	5th		\$20.00
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit Card	\$	3	Month 2	\$	5th		\$20.00
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit Card	\$	2	Month 3	\$	5th		\$20.00
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none">Bank AccountCredit Card	\$	1	Month 4	\$	5th		\$20.00

Back | **Next** | Cancel

11. Once you have made your selection, click **Next**

12. Next, you will be asked to enter your payment information. Enter this information and continue. You will be shown your payment schedule with the exact dates the payments will be charged to your credit card or bank account.

13. Finally, review your payment information to make sure it is correct, check the “I have read and accept the terms and conditions” box, and select **Authorize**

Review & Authorize

[Netnet Returned Payment Fee Policy](#)

Amount Due Today \$ Payment Method Visa - (Change)	Remaining Amount \$ Payment Method Visa - (Change)	<input checked="" type="checkbox"/> I have read and accept the terms and conditions of this payment plan
		Back Authorize Cancel

14. If the payment was received successfully, the next screen will indicate that your payment has been received. A copy of the receipt is also sent to your email.

Thank you!

PS: Note if you have any questions, please contact us at: internationaladvising@chemeketa.edu