Sign up for Payment Plans & Automatic Payments

Payment Plans can help you to never miss a payment and prevent late fees and account holds. Auto-pay allows students who are on a payment plan, have their funds taken directly out of the bank account of their choice. **You can only sign up for Auto Pay if you are on a Payment Plan.** You will need your bank account number & routing number or credit card information to get set up.

**Sign up takes only a couple of minutes!**

1. Log into Self-Service and select Student Homepage
2. Click on Financial Account
3. Next click the CASHNet button

(Continued on next page)
4. Enter your information to complete Auto-pay enrollment following the prompts below.

a) Enter and **Confirm your email address**

b) Read the **eSignature Disclosure & Accept to proceed**

c) Read the **Terms and Conditions** and Accept to proceed

d) Select the **Payment Method** you would like to use

e) Review and Confirm **Auto Payment dates and Payment Information**

f) Review and Confirm **Auto Payment Account**

g) Review the **Scheduled Payments section** to make sure all steps have been completed

* Please note, only electronic check (ACH) and credit cards may be used to sign up for Auto Pay.

Please contact the Student Financial Services Office if you have questions:

saic.sfs@saic.edu, 312.629.6600

or visit us in the Sullivan Center at 36 South Wabash Ave., suite 1200.