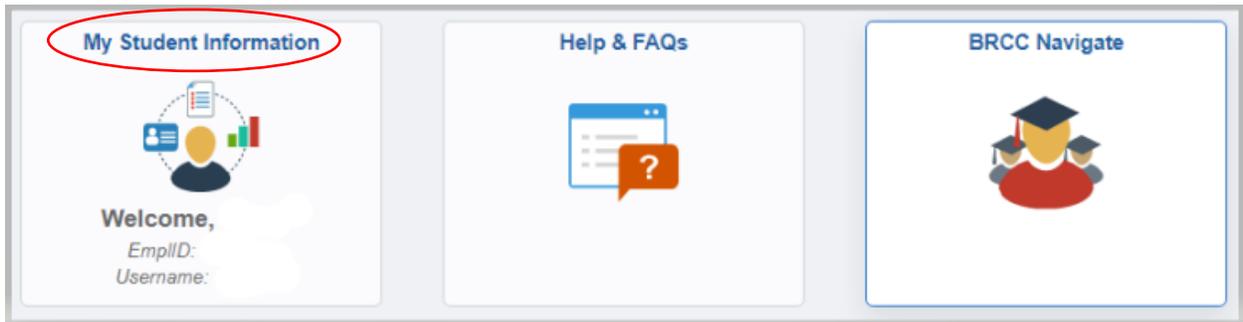


## How to post a payment in Nelnet Campus Commerce

In SIS click on My Student Information



Click on “Make a Payment”

▼ **Finances**

**Blue Ridge Community College** [User Preferences](#)

For up-to-date balance due or to make a payment, change [User Preferences](#) (link above) to correct college, then click [Account Inquiry](#).

**My Account**  
[Account Inquiry](#)  
[Apply for Payment Plan](#)  
[Financial Aid](#)  
[View Financial Aid](#)  
[Accept/Decline Awards](#)

 You have no outstanding charges at this time.

[Make a Payment](#) ►

other financial... ▼ 

Please note that all tuition and most fees are set by the State Board for Community Colleges and are subject to change each semester without prior notice.

This will open a new browser window in the Nelnet Campus Commerce website.

**Ensure the student’s pop-up blockers are turned off.**

The student will need to enter their demographic information the first time they log in.

# How to post a payment in Nelnet Campus Commerce



## Create Account

[Go To Old Create Account Page](#)

### Contact Info

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

#### Name

Prefix	<input type="text" value="-- None --"/>
First Name*	<input type="text"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text"/>
Suffix	<input type="text" value="-- None --"/>

#### Address

Country*	<input type="text" value="United States"/>
Address Line 1*	<input type="text" value="Street Address, PO Box, Company Name, c/o"/>
Address Line 2	<input type="text" value="Apartment, Suite, Unit, Building, Floor, etc."/>
<a href="#">Add another address line</a>	
City*	<input type="text"/>
State*	<input type="text" value="-- Select --"/>
Zip*	<input type="text"/>
Time Zone*	<input type="text" value="Eastern Time"/>

Students MUST use their VCCS email address to be able to link their Nelnet account to their student account.

#### E-mail

E-mail 1*	<input type="text"/>
<a href="#">Add another e-mail address</a>	
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	<input type="text" value="US"/>	<input type="text"/>	Ext.	<input type="text"/>
Evening Phone	<input type="text" value="US"/>	<input type="text"/>	Ext.	<input type="text"/>
Mobile Phone	<input type="text" value="US"/>	<input type="text"/>		

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 Nelnet 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 clicking 'Submit' below, you agree to such contact related to your account.



## How to post a payment in Nelnet Campus Commerce

Once they have entered the requested information click Submit.

They will be prompted to create a 4-Digit PIN that will be used to verify their identity if they need to call Nelnet for any reason.

### Review Items

The following item(s) require your attention before proceeding.

#### Create A 4-Digit PIN To Continue

The 4-Digit PIN will be used to validate your identity when you make inquiries by telephone. Choose something you will easily remember.

\*4-Digit PIN:



Home My Profile Financial Accounts

Hello

#### Payment Plan & Billing [View Details](#)

Current Balance  
**\$150.00** [Transaction Details](#)

SPRING 2020 Current Charges	AMOUNT DUE <b>\$150.00</b>
--------------------------------	-------------------------------

This will open a page to the Campus Commerce site. The student should log in with their User ID (the beginning of their email address, not their EMPLID) and password. Then click on “Make a Payment”

If the student already has a pending payment, a box will pop up listing all the payments in progress:

#### Payments in Process ×

The following payments are in process and cannot be canceled or changed.

DATE	DESCRIPTION	PAYMENT METHOD	AMOUNT
16 Sep 2020	Online Payment	TEST - 1234	\$50.00

When they click “Close”, a new page will open.

## How to post a payment in Nelnet Campus Commerce

Students should enter the amount that they would like to pay in the Payment Amount box and click “Next – Payment Method”

### Make A Payment

1 Select A Payment    2 Payment Method    3 Receipt

[View Payments in Process](#)

[Want to designate another payer?](#)

Select Accounts to Pay

ACCOUNT	TERM	CURRENT BALANCE	PAYMENT AMOUNT
<input type="checkbox"/> Student Financial Services	Spring 2020	150.00	\$ <input type="text" value="Enter Amount"/>

PAYMENT AMOUNT \$0.00

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

Students can choose to use an existing payment method or add a new credit card or bank account on the next screen

Home My Profile Financial Accounts    Signed in

### Make A Payment

1 Select A Payment    2 Payment Method    3 Receipt

**Payment Method**

TEST ending in 1234  
or [Add a New Account](#)

[Payment Method Disclosure](#)

Card transactions for Blue Ridge Community College - VCCS are processed by Nelnet Campus Commerce, USA.

[Nelnet Returned Payment Fee Policy](#)

**Total Amount**

Institution Amount	\$1.00
--------------------	--------

---

Total **\$1.00**

A transaction receipt will be sent to: [TestAccount1@factsmgt.com](mailto:TestAccount1@factsmgt.com). [Add another e-mail address](#)

**Authorization**

By clicking the Pay Now button, you authorize Nelnet on behalf of Blue Ridge Community College - VCCS to process this payment from the financial account identified above.

**This is an immediate payment and cannot be canceled.**

[Cancel](#) [Pay \\$1.00 Now](#)

## How to post a payment in Nelnet Campus Commerce

If they want to add a new payment type, they should click on "Add a New Account"

The screenshot shows the Blue Ridge Community College Nelnet Campus Commerce interface. At the top, there is a navigation bar with the college logo, the Nelnet logo, and links for 'Español' and 'Customer Service'. Below the navigation bar, there is a header with 'Home', 'My Profile', and 'Financial Accounts'. The main content area is titled 'Make A Payment' and features a progress indicator with three steps: '1 Select A Payment', '2 Payment Method', and '3 Receipt'. The 'Payment Method' section is highlighted, showing two options: 'Bank Account' (selected with a green checkmark) and 'Credit / Debit Card'. A red circle is drawn around the 'Bank Account' option. Below the options, there is a 'Cancel' button.

Then choose Bank Account or Credit/Debit Card

Bank Account:

### Bank Account Details

All fields are required.

Account Holder Name

Bank Name

Account Type  Checking  Savings

Routing Number 

Account Number 

Save bank account to My Profile for future use?

Cancel

**Save & Continue**

## How to post a payment in Nelnet Campus Commerce

### Credit/Debit Card

#### Payment Method

- Bank Account  
 Credit / Debit Card

#### Credit / Debit Card Details

All fields are required.

Card Number    

Account Holder Name

Expiration Date

Month  Year

#### Billing Address

\*Country

\*Address

[Add Another Line](#)

\*City

\*State

\*Zip / Postal

Code

#### Payment Method Disclosure

Card transactions for Blue Ridge Community College - VCCS are processed by Nelnet Campus Commerce, USA.

Save credit / debit card to My Profile for future use?

[Cancel](#)

Enter the appropriate information and click "Save & Continue"

## How to post a payment in Nelnet Campus Commerce

On the next page, they should verify all of the information is correct and click “Pay Now”

Blue Ridge Community College

nelnet CAMPUS COMMERCE

es Español i Customer Service

Home My Profile Financial Accounts Signed in

### Make A Payment

- 1 Select A Payment
- 2 Payment Method
- 3 Receipt

**Payment Method**

TEST ending in 1234

ending in 1111

[or Add a New Account](#)

[Nelnet Returned Payment Fee Policy](#)

**Payment Method Disclosure**

Card transactions for Blue Ridge Community College - VCCS are processed by Nelnet Campus Commerce, USA.

**Total Amount**

Institution Amount	\$1.00
--------------------	--------

---

Total **\$1.00**

A transaction receipt will be sent to: TestAccount1@factsmgt.com. [Add another e-mail address](#)

**Authorization**

By clicking the Pay Now button, you authorize Nelnet on behalf of Blue Ridge Community College - VCCS to process this payment from the financial account identified above.

**This is an immediate payment and cannot be canceled.**

[Cancel](#) **Pay \$1.00 Now**

They payment should show immediately in SIS. If they use a credit card and it is rejected, they will get an automatic notice.

**There was an error processing your payment**

Credit Card transaction was not approved. Rejected - Token Deleted. Please add a new card and try again.

If they used a bank account and it is rejected, they will not be notified right away.