

ACI Payment Plan Instructions

Setting up your plan:

- Go to <https://payplan.officialpayments.com/>
- Click on the **Enroll in a Plan** link located in the middle of the page.
- Select **Indiana** as your State.
- Select **Indiana Wesleyan University Marion Campus** as your Payment Entity.
- Select **Tuition and Fees** as your Plan Group and click continue.
- Type in the student's 7-digit ID Number and First/Last Name. Select an available plan – 4, 5, or 6 months and click continue.
- Type in the amount of your plan and click calculate. Your monthly installment amounts and due dates will appear below. Click continue.
- If this is your first time using ACI, click the green **Sign Up** button.
- If you have previously used ACI, log in to your account on the left-hand side of the screen.
- A few additional steps will be required, and your plan will be complete once you receive a confirmation email for the \$25.00 set up fee.

Additional Important Information:

- Installment payments will be automatically withdrawn on the 10th of each month.
- If a payment plan is set up after the 10th, be prepared to pay the \$25 set up fee along with the first installment payment today.
- If you are using a credit card or debit card, please note that a 2.45% service fee will be charged for each installment payment. Using your checking account via e-check is free!
- If you wish to increase or decrease your payment plan at a later date, please contact our Student Account Services office at 765-677-2411.

For questions, contact:

- Student Account Services: (765) 677-2411
- ACI Customer Services: 1-866-964-4020