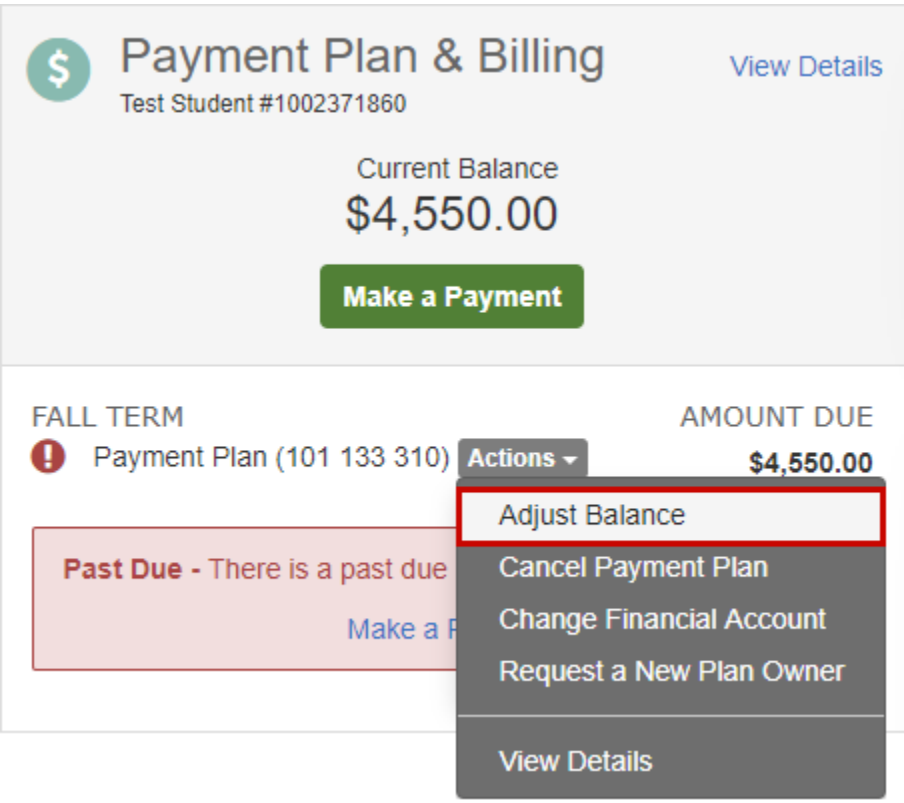
DENISON

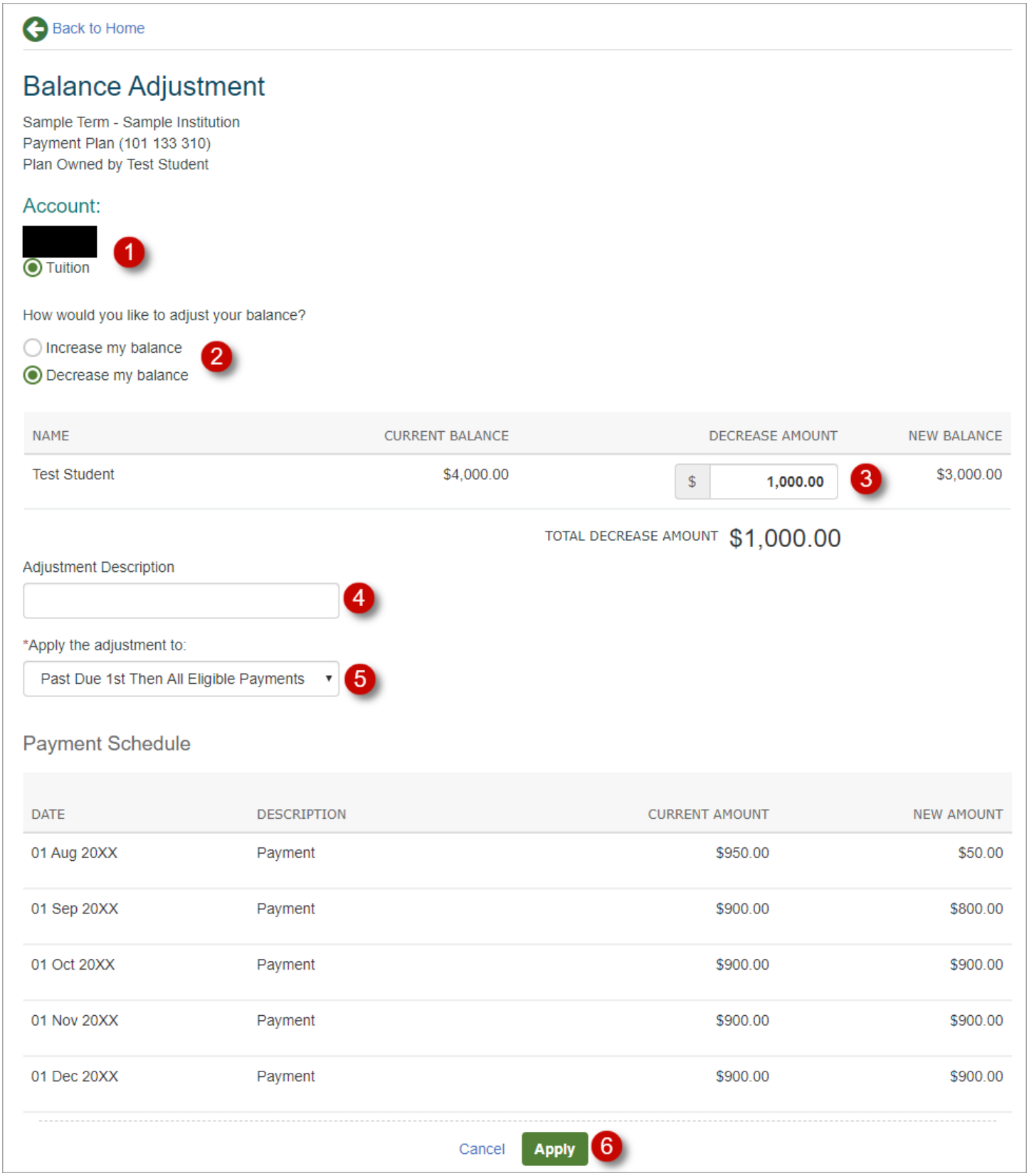
How To Guide: Nelnet Semester Payment Plan Balance Adjustments

Authorized payers can adjust the plan balance to increase or decrease the amount.

Login and begin by selecting **Adjust Balance** from the **Actions** menu on the home page.



1. **Account**
   Select Tuition.
2. **Adjustment type**
   Select the adjustment type.
3. **Decrease/Increase Amount**
   Enter the amount to increase or decrease by in the Adjustment Amount field.
4. **Adjustment Description**
   The Description field is optional but can be used to provide a reason for the adjustment.
5. **Apply adjustment options**
   When selecting how to apply the amount to the schedule, only the options configured by the Denison will appear. If only one option is available, the selection menu will be suppressed.
6. **Payment Schedule**
   The remaining payment schedule is displayed with the current and new payment amounts. The new total balance is listed at the bottom of the screen. Click Apply to post the change.



Please direct questions to the Student Accounts Office at studentaccounts@denison.edu.