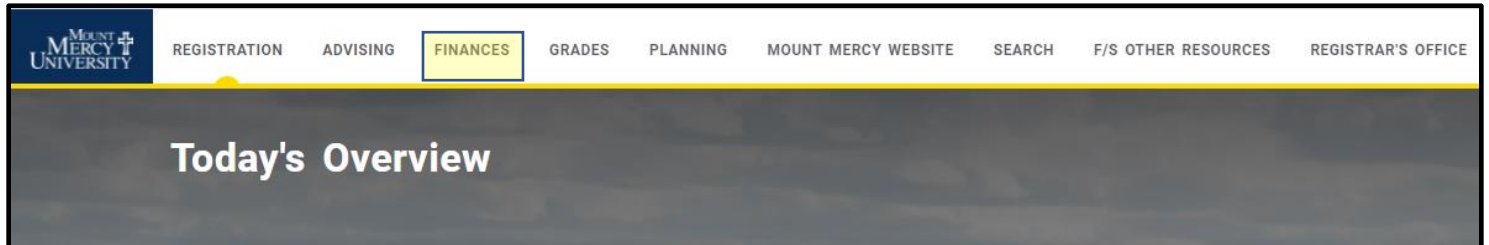
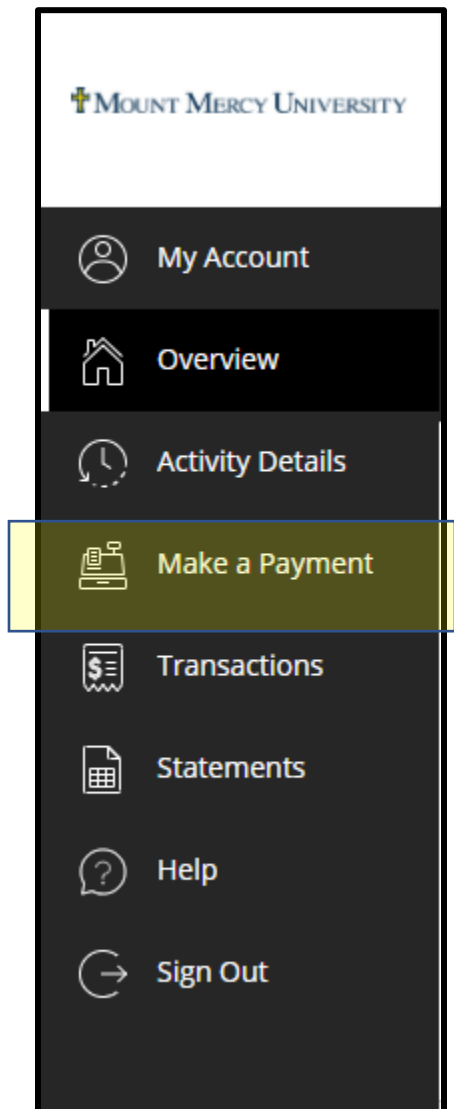


Instructions for Setting up a Payment Plan

1. Sign in through myMountMercy (<https://selfservice.mtmercy.edu/>) and open the Finances tab and then select *CashNet*



2. One the Overview page, select *Make a Payment* from the menu



3. Next, Select *View Payment Plan Options*

Overview Mount Mercy University

Activity Details

Make a Payment

Payments

Statements

Sign Out

Summary

Account Balance

Balance

Your information is accurate as of: Mar 17 2020 1:08:35 8:33PM

Current Balance 2,066.91

Current Balance Excludes Anticipated Aid If Applicable

Payment plans

Need to enroll in a payment plan?

Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

View payment plan options

4. Next, Select *Enroll in Plan*

Payment Plans

2020 Spring Semester

Spring 2020 Installment Plan

\$2,066.91

Amount you can enroll in plan

4 payments | \$50 enrollment fee

Payment Schedule

1 \$516.73
Payment due at time of enrollment

2 \$516.73
Payment due [redacted]

3 \$516.73
Payment due [redacted]

4 \$516.72
Payment due 4/15/20

Plan Details

Enrollment fee: There is an enrollment fee of \$50, due upon enrollment, to participate in this plan. This fee covers your school's administrative costs associated with the plan, and is in addition to the plan amount of \$2,066.91.

Cancel Enroll in plan

5. Please read the information on the next screen carefully:

- The next screen will detail your total budget amount, enrollment fee (\$50 which is due at the time of your enrollment in the payment plan/each semester) and your installment payments. Please note the due date of your first payment. After reading the Terms and Conditions, indicate your agreement by checking the agreement checkbox at the bottom of the screen. Select *Continue*.

Review the finance information, payment schedule, and terms and conditions below.

ANNUAL PERCENTAGE RATE The cost of your credit as a yearly rate.	FINANCE CHARGE The dollar amount the credit will cost you.	Amount Financed The amount of credit provided to you or on your behalf.	Total of Payments The amount you will have paid after you
142.84%	\$50	\$2,066.91	\$2,116.91

Payment Schedule

1	\$516.73	Payment due at time of enrollment
2	\$516.73	Payment due [REDACTED]
3	\$516.73	Payment due [REDACTED]
4	\$516.72	Payment due 4/15/20

Late charge: If a payment is late, you will be charged a fee as specified in the Terms and Conditions.

Prepayment: If you pay off early, you will not be entitled to a refund of the finance charge.

See your terms and conditions for any additional information about nonpayment, default, any required repayment in full before the scheduled date, and prepayment refunds and penalties.

Itemization of Amount Financed

Amount paid on your account \$2,066.91

E-Sign Disclosure and Consent

This E-Sign Disclosure and Consent (this "Disclosure"), applies to all communications for the tuition payment plan offered by Higher One, Inc. on behalf of Mount Mercy University. The words "we", "us", and "our" refer to Higher One, Inc. As used in this Disclosure, "Plan" means your tuition payment plan serviced by us. "Communication" means any customer agreements or amendments thereto, disclosures, notices, responses to claims, transaction history, privacy policies and all other information related to the Plan, including but not limited to information that we are required by law to provide to you in writing.

1. Scope of Communications to be Provided in Electronic Form: When you enroll in a Plan, you agree that we may provide you with any Communications in electronic form and that we may discontinue sending paper Communications to you, unless and until you withdraw your consent as described below. Your consent to receive electronic Communications and transactions includes, but is not limited to (i) all legal and regulatory disclosures and Communications associated with the Plan; (ii) notices or disclosures about a change in the terms of your Plan or associated payment feature; and (iii) any privacy policies and notices.

2. Method of Providing Communications to You in Electronic Form: All Communications that we provide to you in electronic form will be provided either (1) via email, (2) by access to a website that we will designate in an email notice we send to you at the time the information is available, or (3) to the extent permissible by law, by access to a website that we will generally designate in advance for such purpose.

3. How to Withdraw Consent: You may withdraw your consent to receive Communications in electronic form by contacting us at 877-405-4027. At our option, we may treat your provision of an invalid email address, or the subsequent malfunction of a previously valid email address, as a withdrawal of your consent to receive electronic Communications. We will not impose any fee to process the withdrawal of your consent to receive electronic Communications; however your access and use of the Higher One website and your Plan will be terminated. Any withdrawal of your consent to receive electronic Communications will be effective only after we have a reasonable period of time to process your withdrawal.

4. How to Update Your Records: It is your responsibility to provide us with true, accurate and complete email address, contact and other information related to this Disclosure and your Plan and to maintain and update promptly any changes in this information. You can update information (such as your email address) through the student portal at my.mtmercy.edu.

5. Hardware and Software Requirements: In order to access, view and retain electronic Communications that we make available to you, you must have: • an Internet browser that supports 128-bit encryption; • sufficient electronic storage capacity on your computer's hard drive or other data storage unit; • an email account with an Internet service provider and email software in order to participate in our electronic Communications programs; • a personal computer (for PC: a Pentium 120MHz or higher; for Macintosh: Power Mac G500, Power PC G4 processor 120 MHz base or higher), operating system and telecommunication connections to the Internet capable of receiving, accessing, displaying and either printing or storing Communications received from us in electronic form via a plain text-formatted email or by access to our website using one of the browsers specified below. We recommend that you use our website with a supported browser. The following is a list of browsers supported by Higher One, Inc.: Internet Explorer (for Windows) Versions 5.0 and 6.0; and Firefox (for Windows) Version 3.0; Safari (for OS X) Newest Release Only.

6. Requesting Paper Copies: We will not send you a paper copy of any Communication, unless you request it or we otherwise deem it appropriate to do so. You can obtain a paper copy of an electronic Communication by printing it yourself or by requesting that we mail you a paper copy, provided that such request is made within a reasonable time after we first provided the electronic Communication to you. To request a paper copy, contact us by 877-405-4027. We may charge you a reasonable service charge for the delivery of paper copies of any Communication provided to you electronically pursuant to this authorization. We reserve the right, but assume no obligation, to provide a paper (instead of electronic) copy of any Communication that you have authorized us to provide electronically.

7. Communications in Writing: All Communications in either electronic or paper format from us to you will be considered "in writing." You should print or download for your records a copy of this Disclosure and any other Communication that is important to you.

8. Federal Law: You acknowledge and agree that your consent to electronic Communications is being provided in connection with a transaction affecting interstate commerce; this is subject to the Federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend this Act apply to the fullest extent possible to validate our ability to conduct business with you by electronic means.

9. Termination/Changes: We reserve the right, in our sole discretion, to discontinue the provision of your electronic Communications, or to terminate or change the terms and conditions in which we provide electronic Communications. We will provide you with notice of any such termination or change as required by law.

10. Consent by selecting "I Agree": You hereby give your affirmative consent to provide electronic Communications to you as described herein. You further agree that your computer satisfies the hardware and software requirements specified above and that you have provided us with a current email address at which we may send electronic Communications to you.

The featured words and symbols used to identify the source of goods may be the trademarks of their respective owners.

☐ I read the Truth in Lending disclosures presented on this screen, and agree to be bound by the terms and conditions that govern this tuition payment plan.

Cancel

Continue

6. The next screen shows what needs to be paid to complete the Payment Plan enrollment. It also gives you the payment options available: credit card, debit card or electronic check

a. There is a 2.85% convenience fee on domestic cards and a 4.25% convenience fee on international cards

7. Enter your payment information

a. You can save the payment method for future use by providing a name at the bottom

Credit or Debit Card Payment

How would you like to pay?

Payment amount
\$516.73

* Payment method
New credit or debit card

* Card number

① Card number required

* Expiration date * Security code ①

* Zip/Postal code

☐ Save card for future use

Electronic Check Payment

How would you like to pay?

Payment amount
\$516.73

* Payment method
New bank account

* Account holder name

① Account holder name required

* Account type
☐ Checking
☐ Savings

* Routing transit number ①

* Bank account number ① * Confirm bank account number

☐ Save bank account for future use

8. On the next screen you will acknowledge and accept the terms and conditions of the payment being processed.
- Confirm the payment data and amount are accurate and submit payment

Last step! Let's make sure we have your correct information.

* Email address

Summary [Change](#)

Account Balance	
Amount	\$516.73

Payment details [Change](#)

Account holder name	<input type="text"/>
Account type	Checking
Bank account number	<input type="text"/>
Saved payment method	<input type="text"/>

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

9. For your convenience, the next screen allows you to enroll in automatic payments using a saved payment method or another payment method. If you do not elect for automatic payments you are responsible for going online each month and paying the installments.
- If choosing to set up automatic payments, you will be asked to name the payment source and reenter the email address. You may also enter an additional email for payment confirmation
10. On the final screen, you are asked to review and select *Submit* to complete enrollment in the automatic payment plan
11. Finally, you will receive confirmation that you are enrolled in the payment plan.

****If you have difficulty setting up your payment plan or have further questions, there is a Help button in the upper right corner of the application or you can call Student Accounts at 319-363-1323 Ext 1571 or at 319-363-1323 Ext. 1016***