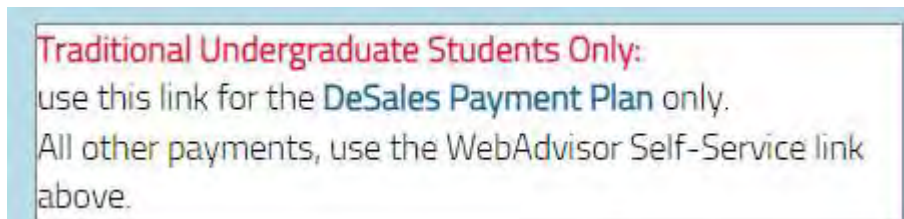


DeSales Payment Plan Set Up Guide Spring 2024

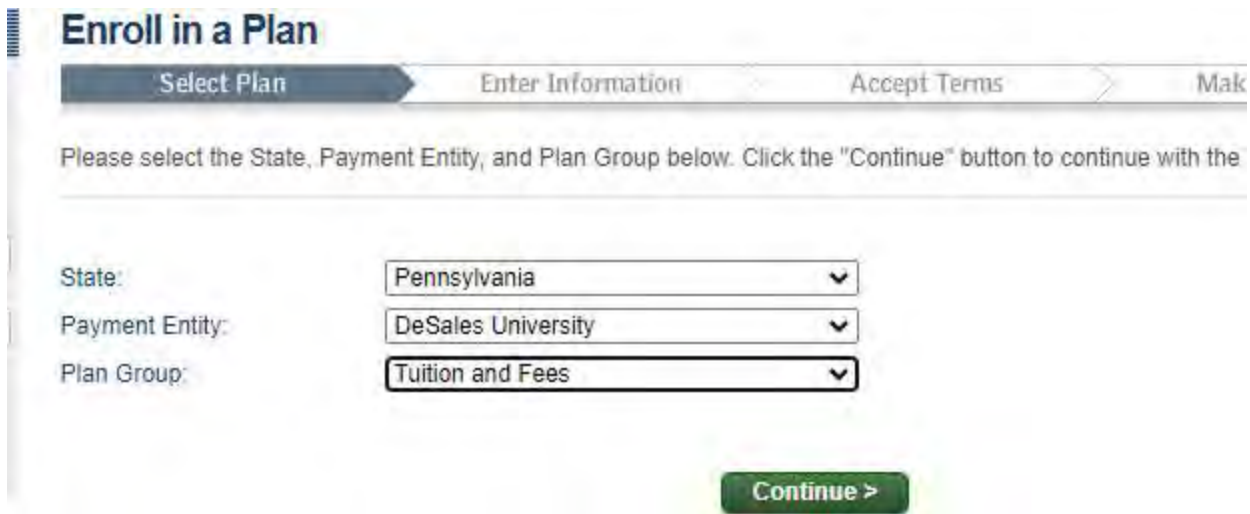
Log into your MyDSU portal

Select the link for DeSales University Payment Plan:



You are now on ACI's website.

Select Plan Group "Tuition and Fees" then click continue:



Enroll in a Plan

Select Plan | Enter Information | Accept Terms | Make Payment

Please select the State, Payment Entity, and Plan Group below. Click the "Continue" button to continue with the

State: Pennsylvania

Payment Entity: DeSales University

Plan Group: Tuition and Fees

[Continue >](#)

Enter your Student ID # (all 7 digits) Same as your Account # on your bill and your last name:

The screenshot shows a web interface for enrolling in a payment plan. At the top, there is a progress bar with four steps: 'Select Plan' (highlighted), 'Enter Information', 'Accept Terms', and 'Make Payment'. Below the progress bar, a message reads: 'To search for available plans, please input the information below and click the "Continue" button to perform the search.' The main heading is 'DeSales University Tuition and Fees'. Underneath, there is a section titled 'Student Information' with two input fields: 'Student ID:' and 'Last Name:'. At the bottom of the form, there are two buttons: 'Back <' and 'Continue >'. Below the buttons, there is a footer with links for 'PRIVACY POLICY', 'Complaints', 'Legal Notice', and 'About Us', followed by the copyright notice: 'Copyright © 2023 ACi Payments, Inc. All Rights Reserved.'

The Payment Plan will divide your payments in up to 5 payments (December – April).

A new plan must be set up each semester.

Once you have paid the \$50.00 enrollment fee, you will know your plan is set up completely.

The December payment is due by 12/27/23.

December set up allows for 5 payments

January set up allows for 4 payments

February set up allows for 3 payments (Last day to set up is 2/14/24 for Spring 2024).

Your payment is due on the 15th of each month. There is a 10-day grace period each month before a Late Fee is charged.

If your plan needs to be altered or terminated, please contact the Treasurer's Office at 610-282-1100 x1474.