DSU Payment Plan Set Up Guide

The following step by step guide will assist you in establishing your DSU payment plan.

The student must begin by logging into their MyDSU Portal and selecting WebAdvisor for Students.

Next, select the Financial Information tab:

Select the DSU Payment Plan tab:
Making this selection will take you to the ACI Payments, Inc. hosted web payment plan site.

![ACI Payments Web Payment Plan]

The “Plan Group” should be set to “Tuition and Fees” and then click “continue”

![ACI Payments Web Payment Plan]

Next you will need to enter your 7-digit numeric DeSales Student ID # and your last name

![ACI Payments Web Payment Plan]
Select the term for your payment plan. Please note, payment plans will be set up one semester at a time.

Once you have selected your current term plan, click on continue. This will bring you to the “Enroll in a Plan” screen:

On this screen you will see the current balance due on the student account plus the $50.00 Application Fee. Payment for the Fall Semester will be automatically scheduled in equal installments with the first installment due in July or August, depending on your plan enrollment date.

Here you also have the option to make your monthly payments automated by leaving the appropriate box checked. If you prefer to log into your plan and physically pay each payment on or before the due date, you can leave the automatic payment box unchecked.
The next step will be to log in or create your payment account:

Here you will establish your account (contact information, password):
Next you will need to read and agree to the Electronic Disclosures and Service Agreement information. You also have the option to print or save these disclosures.

Once you have established your profile, you can add a payment source to your E-Wallet. In your E-Wallet you are able to add multiple payment sources if desired.

Please review and accept your Installment Plan Contract:
Now you are ready to schedule your payments! You can adjust the payment date within the month to best suit your financial situation.

Your plan is now established and ready for you to make your payments!
You can also share your plan with your parents or any other party (such as a grandparent or guardian). Once your plan is established, select My Plans and you can then click on that plan and see the details. You will see a link on the right hand side under the details section that says “Share Plan”. Click on this link and add the email address of the person you would like to share your plan with and submit.

This individual(s) will then receive an email to accept the shared plan. After acceptance, they will have access to the payment plan information only.

If you would like to share it with third individual, complete the same process. Please note: if you share your plan with more than one individual, they will not see each other’s information.

If you have two parents that want to set up a separate payment plan, we unfortunately cannot do that at this time; they will need to split payment of the current plan.

If you need assistance with your plan set up or have any questions, please feel free to reach out to us at 610-282-3382.