DELTA STATE UNIVERSITY
Student Business Services
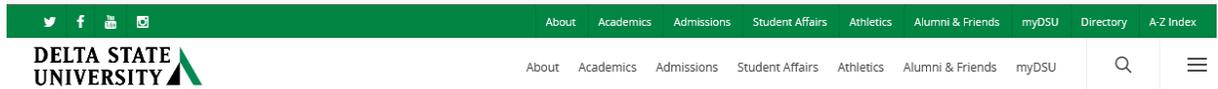
<u>How to Set Up an Online Payment Plan</u>

- Go to the Delta State University homepage at (www.deltastate.edu).

- Click on the myDSU tab (right-hand corner).

- Click Login from the myDSU Portal.

The myDSU Portal is a central location to access all DSU applications that have been assigned to your account. Applications currently accessible through the portal are Canvas, DSU Online Services, Listserv Archive, Office 365, Okramail, and Zoom.

| Login | More Info |

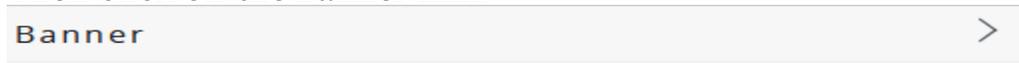- Please read the "Welcome to MyDSU Portal!" note in order to sign in. Then Sign In.

- Once Signed in, click on the DSU Online Services link under the My Apps page.
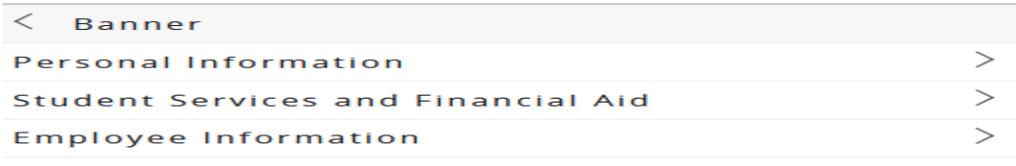

- Click on the Four Squares on the left side of screen.

Personal Information

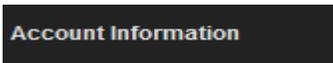- Then click on the Banner link.

Banner

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- Click the Student Services and Financial Aid link twice.

< Banner	
Personal Information	>
Student Services and Financial Aid	>
Employee Information	>

- Click on the Account Information.

  Account Information

- Click the "Pay Now" link.

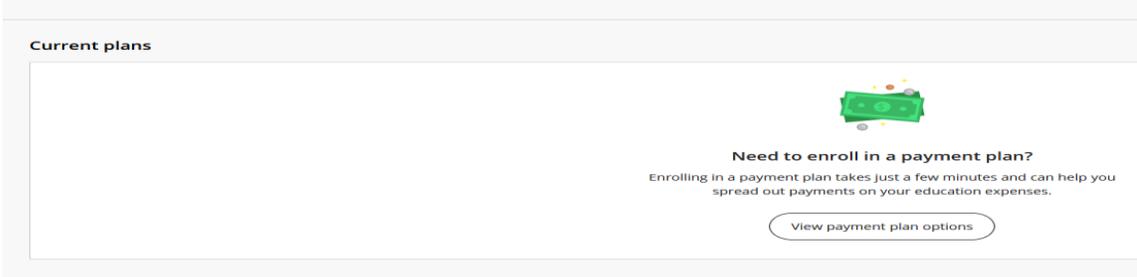 Account Information   🖨   Holds   **Pay Now**

  Note: A pop-up blocker may stop the process of going to the next page. Please try disabling the pop blocker on your device, try another browser or try clearing your browser history/cookies.

- To access the payment plan, click on the "Overview" or the "Payment Plan" link on the top left side of the screen.

  DELTA STATE UNIVERSITY
  - My Account
  - Overview
  - Activity Details
  - Payment Plans
  - Make a Payment
  - Transactions
  - Help
  - Sign Out

- Click the View payment plan options and follow the instructions provided.

  ## Payment Plans

  Current 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)

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- Payment can be made via credit/debit card, electronic check (new bank account), or international.

Step 2 of 3: Payment method

✔ – 2 – ③

How would you like to pay?

Payment amount
$40

* Payment method

New credit or debit card

New bank account

International payment

Upon successful completion, you should receive a confirmation.