HOW TO ADJUST PAYMENT PLAN BALANCE

Sign into the payment plan by visiting this link:  https://commerce.cashnet.com/cashneti/paymentportal/login.aspx

By clicking the **plan name**, payers can open detailed information about the plan, including the list of upcoming installment payments. Payers may also adjust the budget amount through the detailed view.

**Note:** Payers will not see payment plans that the student or other payers may have enrolled in.

![Figure 13: Summary details for payments and plans.](image)

Adjusting the Plan Budget Amount

In the detailed view, payers can adjust the budget amount by entering a new amount in the **New total budget amount** field and clicking **Adjust**. The payer will then confirm the adjustment and return to the Payment Portal.

![Figure 14: Payment plan detailed view.](image)

You should be entering the **total amount** you owe for the semester here. This is the total before any payments you may have already made to the plan. The installments should then recalculate.

Once you click “adjust” you will have to accept the new terms of the agreement to finalize the change.