



## APS Instruction Brochure

### Students

For Students to make payment using APS:

1. Sign into Knightvision account. Go to Resources>Student Finances>Make Payments Online.
2. Leave Calvin's web site to enter Sallie Mae by clicking on "Continue".

Parents can make a payment using APS once they have been invited to do so by their student/s.

First time users of APS will need to take these one time initial steps:

1. Read & Accept "Terms & Conditions Agreement" by clicking on the box in lower left, then click on "Continue" button.
2. Review "Enrollment Personal Information" and add e-mail address and birth date if so desired. Click on "Continue" button.
3. Click on "My Profile" tab at the top of the screen if you want to keep your bank information permanently on file. Choose type of bank account and enter in the request information.
4. Payment can be scheduled or made immediately by clicking on the "APS" tab in the top left hand side of the screen.

Making payments from the APS allows a parent or student to:

Schedule their payments.

Keep their bank information on file if they so choose. There is no need to reenter numbers each time a payment is made.

Have access to their payment history.

For a parent to make use of a APS they need to be invited to do so by their student. The student can initiate that invitation via their Knightvision account.

## Parents

To begin parents will need:

- a. **Your student's Calvin College ID#.**
- b. An invitation from your student with the Subject line: **Calvin College Payment Invitation.**

The text of the message will be similar to the following:

Please click on the following link below to access this product. Click on the 'Sign-Up!' button and select the 'Other Payer' radio button on the next page. You will be prompted for an Activation ID and a Student ID. Your Activation ID is #####. Please contact your student for their Student ID and complete the enrollment process.

Parent's steps:

1. The parent should click on the link in the e-mail.
2. Click on **"New User"** ( by clicking on **"Next"** you can proceed through the steps)
3. **Step 1 in Sallie Mae:**
  - a. Read Terms & Conditions and click on **"Accept Agreement"** box.
  - b. Enter in **"Activation ID"** which can be found in the body of the invitation e-mail.
  - c. Enter in **"Student ID"**.
4. **Step 2 in Sallie Mae: Enter in requested Personal Information.**
5. **Step 3 in Sallie Mae: Complete Enrollment Login Information**
6. To enter in bank information click on tab at the top of the screen titled **"My Profile"**
7. Under heading **"Bank Account Profile"** at the bottom of the page. Click on **"Add Payment Account"**
8. Complete the **"Payment Account Profile"** once finished click on **"Save"**.
9. You can make or schedule a payment by clicking the tab at the top of the screen titled **"APS"**.

## Student's steps:

1. Sign into Knightvision account. Go to Resources>Student Finances>**Make Payments Online.**
2. Leave Calvin's web site to enter **Sallie Mae** by clicking on **"Continue"**.
3. Read & Accept **"Terms & Conditions Agreement"** by clicking on the box in the lower left and then click on **"Continue"** button.
4. Review **"Enrollment Personal Information"** and add e-mail address and birth date if so desired. Click on **"Continue"** button.
5. **Select accounts** to be paid by your parent.
6. Click on **My Profile** tab to invite parent/guardian to make payments on your account.
7. Click on **"Invite Other Payer"** button.
8. Fill out name and e-mail address requested Click on **"Invite"** button. Make sure you put the e-mail addresses in the correct boxes or you may receive the invitation.

Product Link:

<https://stg.bosebill.salliemae.com/NetPay/EBPP/CVCO/Calvin+College/Tuition+and+Fees/854/EBPP.aspx>



**CALVIN**  
College