1. Open a web browser and go to https://ssbprod.abac.edu
2. Click “Enter Secure Area”
3. Enter your User ID and PIN and click the login button.
4. Once logged in, you will see the following screen. Click on the “Student Financial Services” tab.
5. In Student Financial Services, click on the “Nelnet” link.
6. Next select the Term you would like to finance with Nelnet.
7. After you select the term, your current balance for the term selected along with a summary of charges will be shown.
9. Then enter your Personal Information and setup an access code. Click “Proceed” once everything is complete.

10. This screen will allow you to choose the payment plan that would work for you. Choose the plan by clicking the box beside the plans shown.

11. Once you have selected a plan, a break down will populate below displaying the amount of the payments. Please review and click “Proceed.”

12. You then must decide if you are going to pay with a credit card or from your bank account. Please choose one of the two options and select “Proceed.”

13. If you choose to pay with credit card, you will see the following screen explaining that there will be a convenience fee for these payments. Click “Proceed.”
14. If you have chosen to pay with a credit card, you will see an account summary page, where at the bottom you will input your credit card information and click “Proceed.”

15. If you have chosen to pay by bank account, you will need you enter your account information and click on “Proceed.”

16. You will then have a chance to perform a final review of all information entered and terms and conditions. Please read and click “Proceed” at the very bottom.

17. The last screen is a confirmation for your records. Please print and file.