1. To make/schedule payments for Medical, Dental, and/or Optical, first navigate to www.oakland.edu/benefitspayment.

2. The MarketPlace Benefits Payment page appears. Read the description carefully before scheduling payments.

3. After reading the description, choose the type of benefit (medical, dental, or optical) that you would like to pay/schedule first. You will have the opportunity to pay/schedule the other benefits types in future steps.

4. Enter your payment amount, either your one-time payment amount or the amount that you would like to pay monthly. Then also select the appropriate radio button (Yes or No) indicating whether the amount you entered is a one-time or a monthly scheduled payment.

5. Then Click ‘Add to Cart’.
   - If you chose not to schedule monthly payments, skip to step 11
   - if you chose to schedule monthly payment, continue to step 6.

6. Scroll toward the bottom of the page until you see where the recurring payment information is collected.

7. Select ‘Monthly’ for ‘How often will your payment occur’ (Monthly is the only option available).

8. For ‘Date of first payment’ choose the next date that you would like to pay the amount, probably your next bill due date.

9. For ‘End of payment schedule’ choose the date of the last payment you would like to make prior to December 1, 2010. (New payment information will be sent to you about scheduling payments.
after December 1, 2010 closer to that date). So for instance if you scheduled your first payment for the 20th of June, likely your last payment will be the 20th of November. If you enter December 1, 2010 as the end of payment schedule, it will make one payment per month up to that point (so it would accomplish the same thing as setting the end of payment schedule to November 20, 2010 in this case).

10. Select ‘Add to cart’ Again
11. Your ‘Shopping Cart’ Appears.
   - If you do not wish to make/schedule additional payments then select ‘Checkout’, and continue to Step 12.
   - If you do want to make/schedule other payments, select ‘Continue Shopping’, and return to step 3.
12. Enter your e-mail address in the ‘Contact Information: E-mail Address:’ area. (You can also register with MarketPlace if you would like to save your billing information in the system).
13. Click ‘Continue Unregistered’
14. The Payment Methods page appears. Choose to either pay with a Credit Card (MasterCard or Visa) or with an Electronic Check.
   - When choosing between a Credit Card and an Electronic Check, you may want to consider whether you earn rewards for using your Credit Card or an Electronic Check and how confident you are that the money will be available at the time of payment (if you scheduled payments) – specifically considering Credit Limits on Credit Cards and Overdrafts on Electronic Check.
   - Please note that an electronic check often takes about 3 days to clear and can take up to a week.
   - Also note that the system will not allow you to use a Credit Card that expires before the last scheduled payment.
   - You can use Multiple Payment Methods if you are making or scheduling multiple benefits payments, to do this use the ‘Use Multiple Payment Methods’ toward the bottom of the screen.
15. On the Payment Methods page also enter your Billing Address, this is the address that corresponds with your payment information. A contact address will be collected later.
16. Click ‘Use this payment method’ to continue.

17. Next the Buyer Information page appears. This page collects a contact address, your SB#, and other personal information. This is the information to which the Staff Benefits Staff will have access.

18. Click ‘Review your order’.

19. This page gives you a final overview of your payment/s to review. Click ‘Submit Your Order’ when you are satisfied. Note that your order is not complete until you Click ‘Submit Your Order’.

20. On the Order Receipt page, click ‘Click Here for a Printer-Friendly version’ for a printable receipt. You will also receive a confirmation e-mail for each payment that you made/scheduled. Also if you scheduled monthly payments you will receive an e-mail each time your scheduled payment is processed.