

### **How to make a 2 week payment extension:**

1. **Access your HRSD account at <https://myaccount.hrsd.com/>:** Click Login and enter your credentials
2. **Request a payment extension:** Click Payment Extension from Enrollment Quick View or the Billing & Payments dropdown menu
3. **Review Payment Extension Eligibility guidelines:** Check Eligibility
4. **Click “Begin Payment Extension Request”:** To continue with Payment Extension process
5. **Click “Submit Payment Extension Request”:** To complete your Payment Extension Request