Payment Plan Instructions

Under the “QUICK VIEW” heading.
1. Choose the “Enroll in a Payment Plan” tab.
2. In the sentence under the Payment Plan heading, click one payment plan.
Notice the headings labeled:

On the Payment Plan (1) page below, click CONTINUE.
The Budget Worksheet (2) page, click Display Payment Schedule.
Review the information below and click: Continue
On the Payment Method (3) page, click -Select Payment Method-

1. Click one of the options in the drop down menu:
   a. New Electronic Check or New Credit Card
   b. Click CONTINUE
2. Completely fill-in the form and click :: Continue
Enter the last four digits of your Student ID.

If you Agree with the statement, click the “I Agree” button.

If you do not agree, Click CANCEL and your Payment Plan will not be created.
After clicking the **I Agree** button you will receive the following message:

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**PLEASE WAIT WHILE WE PROCESS YOUR ENROLLMENT, DO NOT CLICK THE STOP OR BACK BUTTONS.**

**THIS COULD TAKE SEVERAL MINUTES (TYPICALLY 5 MINUTES OR MORE).**
The following is your Payment Confirmation success page.

Thank you, your payment was processed successfully. Your enrollment in TEST copy of 2085U11 pymt plan was processed successfully.

Payment Confirmation

Payment Date: Monday, June 09, 2008
Payment Time: 11:13:14 AM CDT
Name of Payee: Alvin Community College
Name on Card: Jane Doe
Account Number: xxxxxxxxxxxxxxx3434
Expiration Date: 0610
Amount Paid: $ 150.00
Description: Student Account Payment
Student Name: Jane Doe
Confirmation Number: 20080609000000
Authorization Code: 111257
Merchant ID: XXXYYZZZ

Card not present for this transaction. Please print this page for your records.

IMPORTANT INFORMATION
Additionally, you should also receive a Payment Plan Enrollment Confirmation email message in the email account you used to sign up for this Payment Plan.

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This is an automated message to confirm that your payment plan enrollment was successful. Payment plan details along with your installment schedule are listed below.

========================================== PAYMENT PLAN DETAILS ===========

Payment Plan Name --- [ TEST copy of 208SU11 pymt plan ]
Down Payment --- [ $230.00 ] payment for $230.00 submitted.
Setup Fee --- [ $20.00 ] payment for $20.00 submitted.
Late Payment Fee --- [ $25.00 ] if not paid by installment due date.
1st Installment --- [ $115.00 ] due on 06/25/2008.

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Thank you,
Business Office
Alvin Community College
accepay@alvincollege.edu
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PAYMENT IN FULL
(CREDIT CARD OR DEBIT CARD W/LOGO)

1) GO TO COLLEGE WEBSITE: WWW.ALVINCOLLEGE.EDU
2) SELECT MAKE A PAYMENT
3) LOGIN: STUDENT ID # (FOUND ON YOUR FEE STATEMENT OR ID CARD) AND
   PIN # (YOUR SIX DIGIT BIRTHDATE – EX. ENTER MAY 15, 2009 AS 051509)
4) SELECT MAKE A PAYMENT (ON THE BOTTOM RIGHT OF SCREEN)
5) SELECT PAY – UNDER ACTION
6) SELECT PAYMENT METHOD – CREDIT CARD
7) ENTER CREDIT CARD INFORMATION AS REQUESTED
8) CONFIRMATION PAGE AT END WILL CONFIRM PAYMENT HAS BEEN RECEIVED
9) SELECT MY PROFILES (AT TOP OF SCREEN) AND ENTER CURRENT EMAIL
   ADDRESS ***THIS WILL BE THE ONLY METHOD OF CONTACT WE USE***

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PAYMENT IN FULL
(CHECK OR SAVINGS ACCOUNT)
YOU MUST HAVE YOUR ROUTING # AND ACCOUNT #

1) GO TO COLLEGE WEBSITE: WWW.ALVINCOLLEGE.EDU
2) SELECT MAKE A PAYMENT
3) ENTER YOUR STUDENT ID # AND PIN # (YOUR SIX DIGIT BIRTHDATE) TO LOGIN
4) LOGIN: STUDENT ID # (FOUND ON YOUR FEE STATEMENT OR ID CARD) AND
   PIN # (YOUR SIX DIGIT BIRTHDATE – EX. ENTER MAY 15, 2009 AS 051509)
5) SELECT MAKE A PAYMENT (ON THE BOTTOM RIGHT OF SCREEN)
6) SELECT PAY – UNDER ACTION
7) SELECT PAYMENT METHOD – ELECTRONIC CHECK
8) ENTER BANK ACCOUNT INFORMATION AS REQUESTED
9) CONFIRMATION PAGE AT END WILL CONFIRM PAYMENT HAS BEEN RECEIVED
10) SELECT MY PROFILES (AT TOP OF SCREEN) AND ENTER CURRENT EMAIL
    ADDRESS ***THIS WILL BE THE ONLY METHOD OF CONTACT WE USE***
PAYMENT PLAN

CREDIT CARD, DEBIT CARD, CHECKING OR SAVINGS.
AUTOMATIC DEBIT OF MONTHLY PAYMENTS IS REQUIRED.
YOU WILL BE REQUIRED TO PAY 50% OF TUITION PLUS
A $30 NON REFUNDABLE FEE AT TIME OF SIGN UP

1) GO TO COLLEGE WEBSITE: WWW.ALVINCOLLEGE.EDU
2) SELECT MAKE A PAYMENT
3) LOGIN: STUDENT ID # (FOUND ON YOUR FEE STATEMENT OR ID CARD) AND
   PIN # (YOUR SIX DIGIT BIRTHDATE – EX. ENTER MAY 15, 2009 AS 051509)
4) SELECT MY PROFILES (AT TOP OF SCREEN) AND ENTER CURRENT EMAIL
   ADDRESS
   ***THIS WILL BE THE ONLY METHOD OF CONTACT WE USE***
5) SELECT PAYMENT PLANS (AT TOP OF SCREEN) AND CLICK ON ‘SIGN UP FOR
   NEW PLAN’
6) SELECT CONTINUE AT THE PAYMENT PLAN SCREEN
7) SELECT DISPLAY PAYMENT SCHEDULE
8) REVIEW PAYMENT PLAN AMOUNTS AND SELECT CONTINUE.
9) SELECT PAYMENT METHOD – ELECTRONIC CHECK OR CREDIT CARD
10) ENTER BANK ACCOUNT INFORMATION AS REQUESTED
11) READ ALL INFORMATION GIVEN AND ENTER REQUESTED INFORMATION
12) AFTER READING THE PAYMENT AGREEMENT, YOU MUST ENTER THE LAST 4
    DIGITS OF YOUR STUDENT ID. THIS ALLOWS US TO AUTOMATICALLY DEBIT
    YOUR BANK OR CREDIT CARD ACCOUNT FOR PAYMENTS
13) A CONFIRMATION PAGE WILL BE GIVEN WITH YOUR DOWN PAYMENT AMOUNT
    REMEMBER: YOUR PAYMENTS WILL AUTOMATICALLY BE DEDUCTED ON THE
    DUE DATES POSTED IN THE SCHEDULE