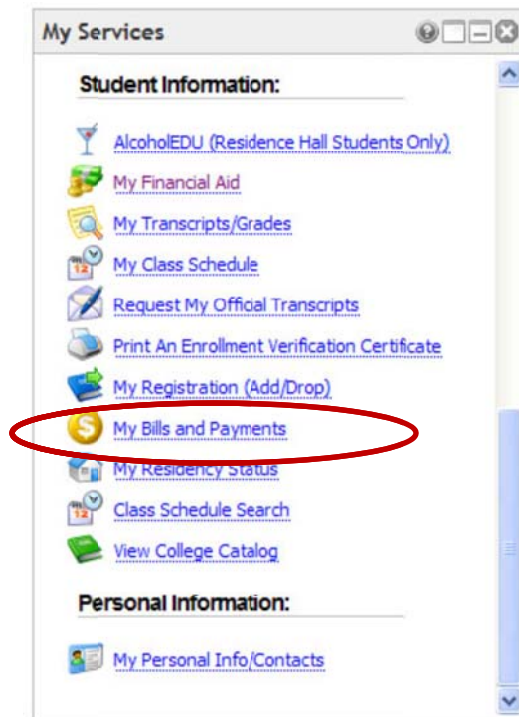


How to set-up a Payment Plan

Detailed Instructions

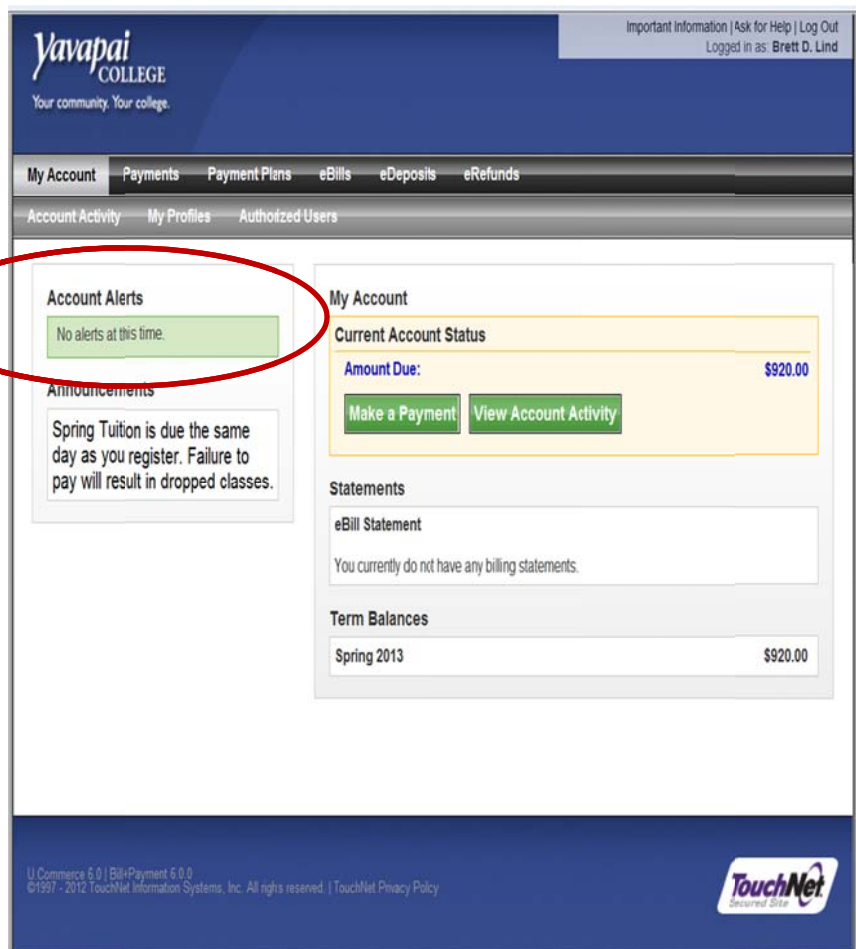
1. Login to your myYC portal and select “My Bills and Payments”.



2. Select the “Payment Plans” tab at the top of the page.

If the “Account Alerts” box states “No alerts at this time” this means that you have already set-up your bank account information and no further action is required.

If the “Account Alerts” box states “To have your refunds deposited Directly, complete your setup on the Refund Account Setup page” then this means you will have to setup your refund profile before a payment plan can be done. You can do this by clicking on the “Refund Account Setup” link.



3. Click on "Enroll Now"

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My Account Payments **Payment Plans** eBills eDeposits eRefunds

Payment Plans

Available Payment Plans

New Payment Plans are available.
You are not currently enrolled in available payment plans but have the option to do so.

Enroll Now

4. Select the term and click "Select".

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My Account Payments **Payment Plans** eBills eDeposits eRefunds

Plan Enrollment

Select Payment Plan Schedule Payment Plan Payment Plan Agreement

View Payment Plans for Term: **Select**

Select Term
Select Term
Spring 2013

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5. Select the appropriate payment plan type based on your veterans benefit type.

The screenshot shows the 'Plan Enrollment' page on the Yavapai College website. At the top, there is a navigation bar with 'My Account', 'Payments', 'Payment Plans', 'eBills', 'eDeposits', and 'eRefunds'. Below this, there are three tabs: 'Select Payment Plan' (highlighted in green), 'Schedule Payment Plan', and 'Payment Plan Agreement'. A dropdown menu for 'View Payment Plans for Term:' is set to 'Spring 2013' with a 'Select' button. Below this, another dropdown menu for 'Select Payment Plan' is circled in red. Two payment plan options are listed: 'SPRING 2013 AUTOMATED PAYMENT PLAN' and 'SPRING 2013 AUTOMATED VET CHAPTER 33 PAYME'. The first option has a description: 'Required at the time of set up is a down payment amounting to 25% of total balance due, in addition to a \$25.00 non-refundable set up fee. There will be 4 AUTOMATED installments, after the initial down payment, due on the 5th of each month starting 01/05/13 - 04/05/13.' The second option has a description: 'No down payment or set up fee required. Total balance is due 04/05/13.'

6. Click "Continue" to move forward or "Cancel" to exit out of the payment plan

The screenshot shows the 'Plan Enrollment' page with the 'SPRING 2013 AUTOMATED VET CHAPTER 33 PAYME' plan selected. The 'Continue' and 'Cancel' buttons at the bottom are circled in red. The details for the selected plan are as follows:

SPRING 2013 AUTOMATED VET CHAPTER 33 PAYME	
No down payment or set up fee required. Total balance is due 04/05/13.	
SPRING 2013 AUTOMATED VET CHAPTER 33 PAYME Details	
Term(s):	Spring 2013
Enrollment deadline:	2/1/13
Scheduled payments:	Required
Setup fee:	\$0.00
Minimum down payment:	\$0.00
Number of payments:	1
Payment frequency:	Fixed Dates
Late payment fee:	\$25.00

7. Once you have reviewed the Details of the payment plan, click on “Display Payment Schedule” to continue.

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My Account | Payments | **Payment Plans** | eBills | eDeposits | eRefunds

Plan Enrollment

Select Payment Plan | **Schedule Payment Plan** | Payment Plan Agreement

Please note that all amounts listed below include the most recent activity on your account, and may not necessarily match your latest billing statement. For more information about recent charges and/or credits, please view your [activity since last statement](#). Please review your payment schedule carefully before completing your enrollment.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)	Down Payment(\$)
Tuition	920.00		
Downpayment			230.00

Display Payment Schedule (circled in red)

Previous Step | Cancel

8. Select the payment method and click the “Select” button.

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Logged in as: Brett D. Lind

My Account | Payments | **Payment Plans** | eBills | eDeposits | eRefunds

Plan Enrollment

Select Payment Plan | Schedule Payment Plan | **Select Payment Method** | Payment Plan Agreement

You must pay for plan fees before your enrollment can be processed. Future installments will be paid using the same payment method, by this system, on the date they are due. You are responsible for making sure that the payment method remains valid for the duration of this payment plan. If installment amounts change (due to new charges or credits), the scheduled payments will adjust accordingly.

Select Payment Method

Payment Method

Select Payment Method (dropdown menu circled in red)

- Select Payment Method
- Select Payment Method
- Payment/Refund Account
- Electronic Check (checking/savings)
- Credit Card

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Credit Card - We accept the following credit cards:

9. A copy of the agreement will display. You MUST select the "I Agree" checkbox and then select "Continue".

For fraud detection purposes, your internet address has been logged:
198.60.121.1 at 10/29/12 12:12:04 PM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

To revoke this authorization agreement you must contact bursar@yc.edu.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

[Continue](#) [View Worksheet](#) [Print Agreement](#) [Previous Step](#) [Cancel](#)

10. This screen confirms that the payment plan has been successfully set-up.

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Important Information | Ask for Help | Log Out
Logged in as: Brett D. Lind

My Account | **Payments** | Payment Plans | eBills | eDeposits | eRefunds

Account: Payment | Payment History

Payment Receipt

Thank you. Your changes have been saved.
Thank you, your payment was processed successfully.
Your enrollment in SPRING 2013 PAYMENT PLAN was processed successfully.

Payment Confirmation

Payment Date:	Monday, October 29, 2012
Payment Time:	12:18:20 PM CDT
Name of Payee:	Yavapai College
Name on Bank Account:	Brett D. Lind
Bank Account Type:	Checking
Account Number:	xxxx5678
Depository:	COMMERCE BANK ACH DEPT. KANSAS CITY, MO 641416248
Amount Paid:	\$255.00
Student Name:	Brett D. Lind
Confirmation Number:	38

Please print this page for your records.

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