

HOW TO ENROLL IN THE PAYMENT PLAN AT SVCC

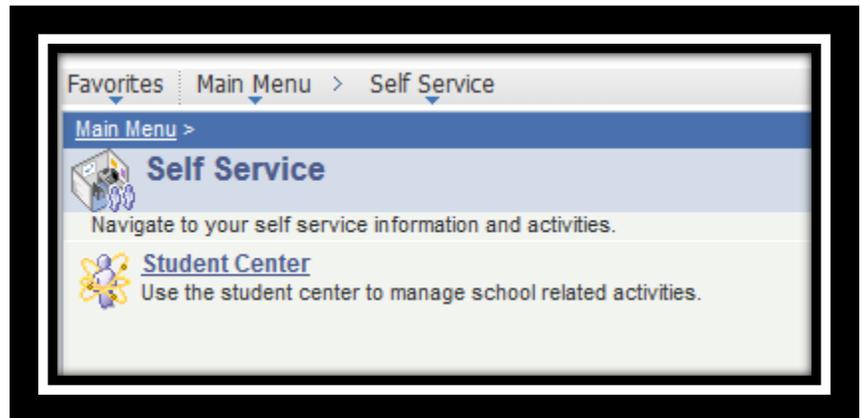
Students have the opportunity to enroll in a payment plan each term. This can be done in the Finances Section of the Student Center, through the MySVCC Student Information System.

To Get Started:

Students will log in to the MySVCC portal

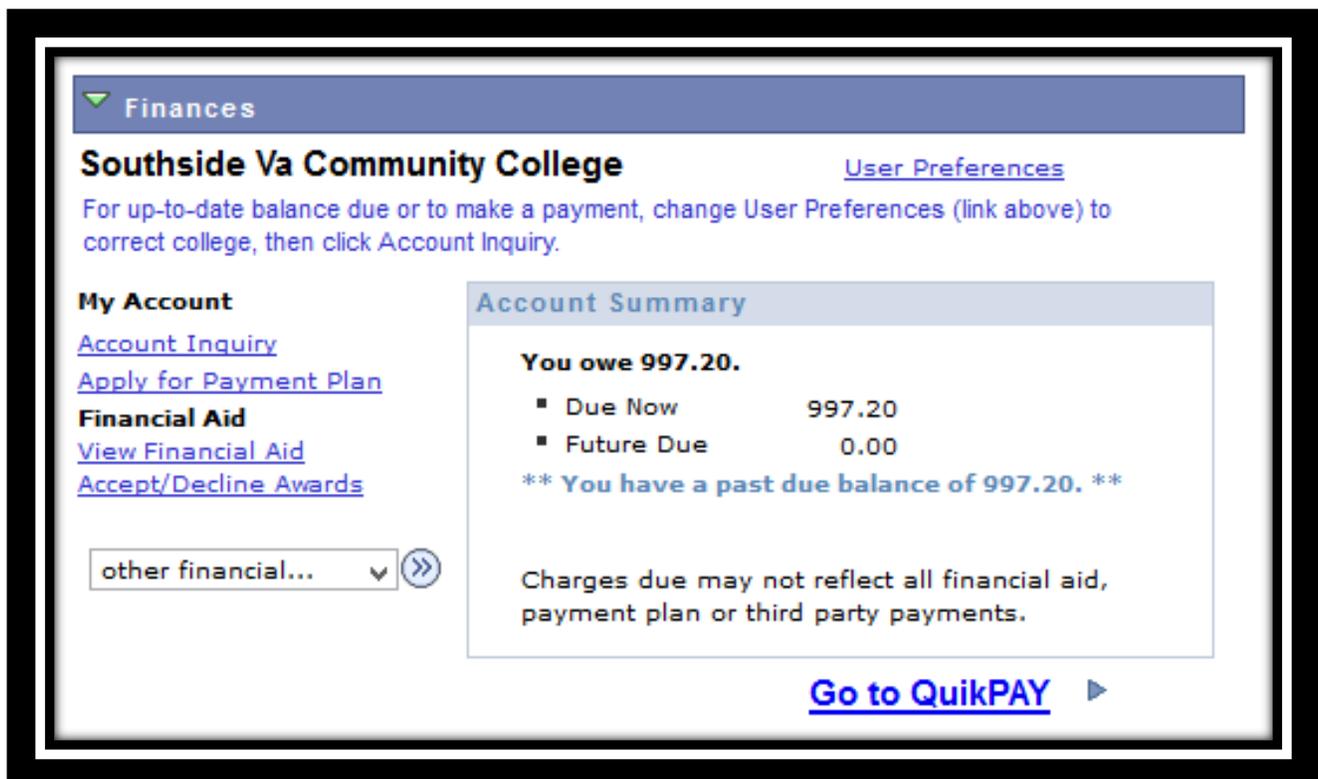
Click on SIS: Student Information System

Click on Student Center



Verify the balance due:

Once in the Student Center, Navigate to the Finances Section and verify the balance due.



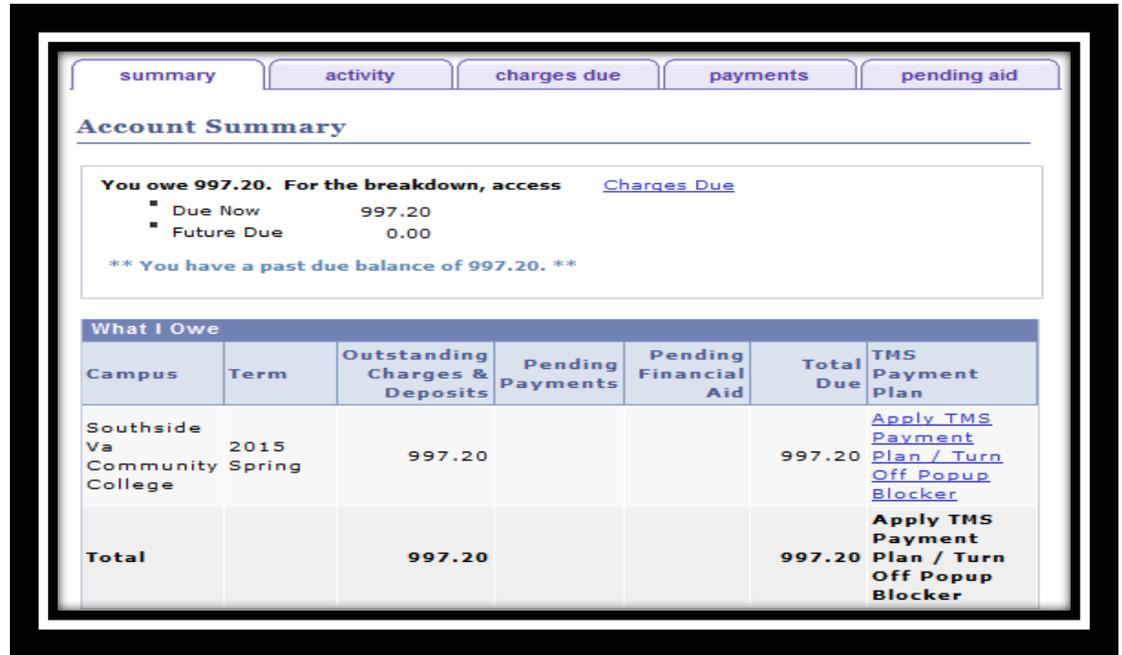
DO NOT USE QUICKPAY—THAT SERVICE IS FOR DIRECT PAYMENTS FOR FULL BALANCES.

Navigate to the Payment Plan option:

Under My Account Information, click Apply for Payment Plan

This will take you to the Account Summary – verify the term debt balance (Total Due column – this takes into consideration any aid on the account)

Click on Apply TMS Payment Plan link (Turn off any popup blockers before clicking on this).

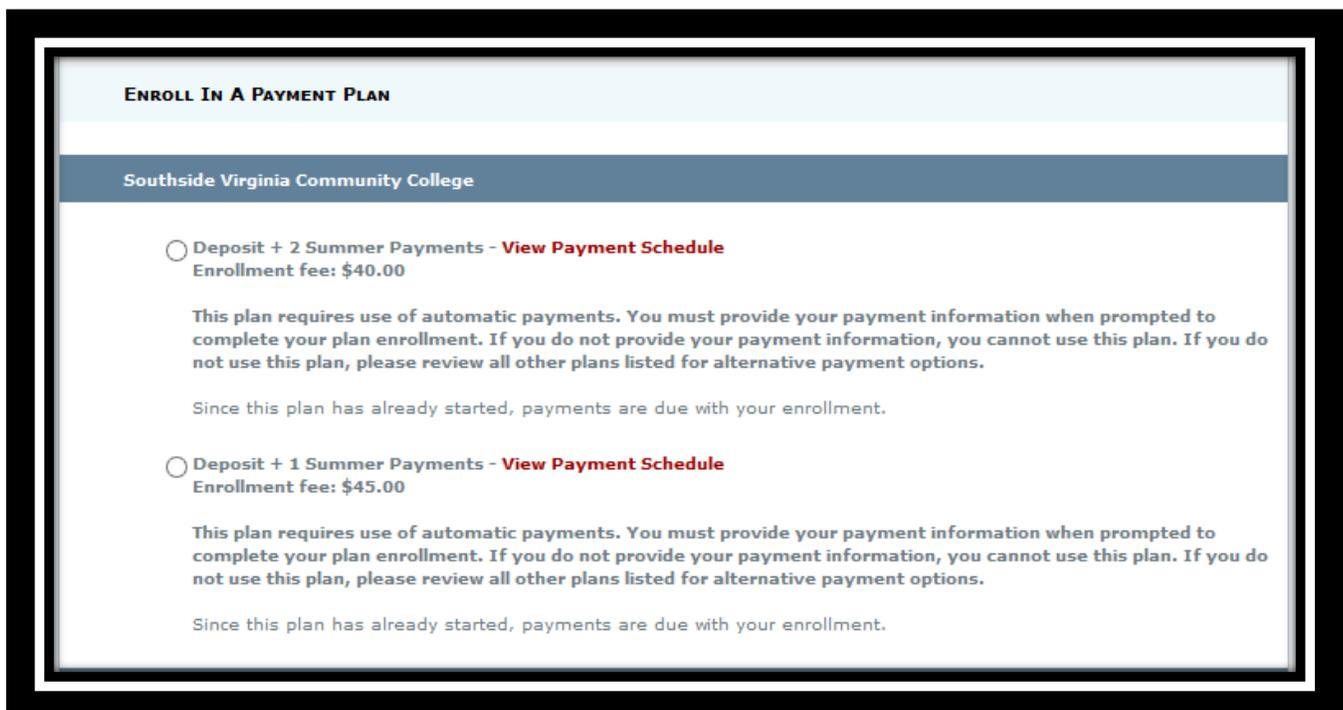


The screenshot shows the 'Account Summary' page with a navigation bar at the top containing 'summary', 'activity', 'charges due', 'payments', and 'pending aid'. Below the navigation bar, the page title is 'Account Summary'. A summary box states 'You owe 997.20. For the breakdown, access [Charges Due](#)' and lists 'Due Now' as 997.20 and 'Future Due' as 0.00. A note below says '** You have a past due balance of 997.20. **'. Below this is a table titled 'What I Owe' with columns: Campus, Term, Outstanding Charges & Deposits, Pending Payments, Pending Financial Aid, Total Due, and TMS Payment Plan. The table has two rows: one for 'Southside Va Community College' with term '2015 Spring' and a total due of 997.20, and a 'Total' row also showing 997.20. The TMS Payment Plan column contains links to 'Apply TMS Payment Plan / Turn Off Popup Blocker'.

Campus	Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due	TMS Payment Plan
Southside Va Community College	2015 Spring	997.20			997.20	Apply TMS Payment Plan / Turn Off Popup Blocker
Total		997.20			997.20	Apply TMS Payment Plan / Turn Off Popup Blocker

Select a Payment Option:

A new window will open, which is the secure TMS payment plan enrollment panel. Each term will have different options. Enrolling early is the only way to take full advantage of the payment options!



The screenshot shows the 'ENROLL IN A PAYMENT PLAN' page for Southside Virginia Community College. It lists two payment options, each with a radio button, a description, and an enrollment fee. The first option is 'Deposit + 2 Summer Payments - View Payment Schedule' with an enrollment fee of \$40.00. The second option is 'Deposit + 1 Summer Payments - View Payment Schedule' with an enrollment fee of \$45.00. Both options include a note that the plan requires automatic payments and that payments are due upon enrollment.

ENROLL IN A PAYMENT PLAN

Southside Virginia Community College

Deposit + 2 Summer Payments - [View Payment Schedule](#)
Enrollment fee: \$40.00

This plan requires use of automatic payments. You must provide your payment information when prompted to complete your plan enrollment. If you do not provide your payment information, you cannot use this plan. If you do not use this plan, please review all other plans listed for alternative payment options.

Since this plan has already started, payments are due with your enrollment.

Deposit + 1 Summer Payments - [View Payment Schedule](#)
Enrollment fee: \$45.00

This plan requires use of automatic payments. You must provide your payment information when prompted to complete your plan enrollment. If you do not provide your payment information, you cannot use this plan. If you do not use this plan, please review all other plans listed for alternative payment options.

Since this plan has already started, payments are due with your enrollment.

Enter Information about Yourself and Payer (if different) & Create a TMS Portal Account:

The next few sections on this form are basic student/payer information fields.

Complete all sections to continue:

Student Information: This section should populate from the student center. Verify and continue.

Payer Information: This can be you or another party. This needs to be filled out completely.

Payer Billing Preference: How do you prefer notices/reminders for payment? Make that choice here.

Create an Online Account: This will provide access to your TMS Portal (<https://southside.afford.com/Home>). Create this login information with information you will remember (we suggest using your MySVCC account information so you won't have to remember another set of credentials).

Terms of Use: This box must be checked to continue.

Confirm the Plan Information:

Once you have completed the initial contact/payer information, you will get a confirmation screen for the plan you selected.

Click Continue if this information is correct, otherwise click Back and made the adjustments needed.

The screenshot shows a web form titled "Next, please tell us about yourself:". It has a dropdown menu for "For this account, I am the:" with "Student" selected. Below are sections for "Student Information" and "Payer Information". Both sections have fields for "First Name", "M.I.", and "Last Name", with "Mrs." as a dropdown for the title. The "Year of Graduation" is also a dropdown. The "Address" field is partially filled with "109 Campus Dr.".

The screenshot shows the "REVIEW PAYMENT PLAN INFORMATION" screen. At the top is the logo for "TUITION MANAGEMENT SYSTEMS" with the tagline "Helping Families Afford Education". Below is a table of payment plan information.

Payment Plan Information			
Today's Date:	4/1/2015	Plan Name:	Deposit + 2 Summer Payments
Student ID:	0118366	Budget Amount:	\$415.50
Student Name:	Wendy Ezell	Term 3:	\$415.50
Payer Name:	Wendy Ezell	Payment Method:	Bill
Payer Address:	109 Campus Dr.	Payer Billing Method:	eBill
Payer Address 2:			
City, State, Zip:	Alberta, VA 23821		
Payer Phone Primary:	4349491059		
Payer Phone Secondary:			
Payer Email:	wendy.ezell@southside.edu		
Country:	United States		
School:	Southside Virginia Community College		

Click 'Continue' to process this information and to create a new account.

BACK CONTINUE

Setup the Auto-Pay Option & Submit the Initial Enrollment Payment (Two Separate Steps):

The next few steps are identify the payment method and provide the financial information needed for payments – Auto-Pay and Initial Payment.

NOTE: There are two steps for payment information:

1st screen allows you to set up the monthly auto-pay option (this does not include the initial payment for enrollment).

2nd screen allows you to pay the initial payment of the enrollment fee, or the enrollment fee plus initial payment(s) required (depending on which option is chosen).

1 – Setup Auto-Pay (Monthly installment drafts):

This screen (below) is for the Automatic Payments enrollment process (not the initial enrollment).

You will need to complete this in order to participate in the monthly auto-pay option.

Complete and continue.

NOTE: If you choose to use a credit/debit card to pay these payments, you will pay a 2.5% convenience fee for each payment processed.

The payment schedule will appear at the bottom of the screen.

Click Sign Up

PAYMENT PLANS

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6 STEP 7 FINAL STEP

STEP 6: Sign Up For Automatic Payment Option

The Automatic Payment Option allows you to deduct monthly payments from your checking account, statement savings account or your credit card, based on your school's payment preferences.

Your online security is our first priority, so rest assured the information you provide is safe and secure.

To sign up for automatic payments, please provide the requested information below.

Your automatic payments will not begin until you activate your account by paying your enrollment fee. You will be prompted to do so later in the enrollment process.

*** Required Field**

Sign Up For Automatic Payments

* Select a Payment Method New Checking or Savings Account
 New Credit Card

New Checking/Savings Account

* Payment Method Nickname

* Account Holder Wendy C Ezell
The account you use must be in your name.

* Type of Account Checking Joint Account

* Financial Institution

* Routing Number [Where do I find this?](#)

* Account Number [Where do I find this?](#)

Automatic Payment Information

Payments will be automatically deducted in accordance with your payment schedule.

* Automatic Payment Start Date 5/20/2015

Authorization

I have read and agree to the [Terms of Use](#).

Why Automatic Payments?

- No late fees to worry about
- No check to write each month
- One less bill to mail
- Safe, secure and reliable

Help: Checking/Savings Account

We suggest confirming with your financial institution that third-party debits are allowed from the checking or savings account you wish to use for automatic payments.

Many passbook savings, equity line of credit, and money market accounts do not allow third-party debits.

If you attempt to use an account that does not allow third-party debits or if your account information is incorrect, we will not be able to process your payments.

Note - you will be charged a fee for all returned payments, for which you will be billed. This includes payments that are rejected due to incorrect account information being provided by you.

SIGN UP

2 – Select payment method for the Initial Payment of Fee (and payment if applicable):

Confirm the contact and plan information at the top of the screen.

Select items to pay:

Fees: Automatically checked. Must pay this to enroll.

Monthly Payments: You can chose to pay the fee and monthly payment separately, but if the payment is required to enroll it can be checked and paid with the enrollment fee.

Select Payment Method: You can choose from three options:

Option 1 - A one-time payment (using a checking or savings account for the initial enrollment, but not the remaining payments)

Option 2 - A one-time credit card payment - for the fee only (using a card - same or different than the one used on the previous screen - for the initial enrollment fee, but not the initial payment or remaining payments) – If your plan has a fee plus specific % down, you cannot use this option.

Option 3 - Tuition Charge (using a card - same or different than the one used on the previous screen - for the initial enrollment in the plan, but not the remaining payments).

Account Overview | Billing & Payments | Adjust Budget / View Costs | Re-Enroll | Personal Information | Leaving School? | Communication Preferences

Wendy Ezell, ACC# 801525763-1

Payment Plan Information

Today's Date:	4/1/2015	Status/Sub Status:	Prospect/Needs Info
Account #:	801525763-1	Enrollment Date:	
Student ID:	6520439	Plan Name:	3 Spring Payments
Student Name:	Wendy Ezell	Budget Amount:	\$997.20
Payer Name:	Wendy Ezell	Term 3:	\$997.20
Payer Address:	109 Campus Dr.	Payment Method:	Visa
Payer Address 2:		Payer Billing Method:	eBill
City, State, Zip:	Alberta, VA 23821	Paid To Date:	\$0.00
Country:	UNITED STATES	Total Balance:	\$997.20
School:	Southside Virginia Community College	Past Due:	\$0.00

Select the payments you'd like to make now:

Fees:

Description	Amount Due	Pay Now
Enrollment Fee	\$25	<input checked="" type="checkbox"/>

Monthly Payments:

Since this plan has already started, payments indicated in red are due with the enrollment.

Due Date	Amount Due	Pay Now
2/20/2015	\$332.40	<input checked="" type="checkbox"/>
3/20/2015	\$332.40	<input checked="" type="checkbox"/>
4/20/2015	\$332.40	<input type="checkbox"/>

Total Transaction Amount: \$ 689.80

Select a payment method (Payment methods vary by school.)

- Make a **one-time electronic payment** from your checking or statement savings account.
- one-time Credit card payment:**
Use to pay fee(s) selected above.
- Tuition Charge:**
Make monthly payment(s) using a credit card. A convenience fee will apply.

Complete as applies:

One-Time Payment by ACH or Savings

Bank Account Information:

We suggest confirming with your financial institution that third-party debts are allowed from the checking or savings account you wish to use to make either a one-time payment or set up automated payments for your payment plan. If you have not confirmed this, as well as the information required to process the payment(s), we cannot confirm the payment(s) made will process successfully. Please be aware that passbook savings, equity lines of credit, and most money market accounts do not allow third-party debts, so we strongly suggest you confirm with your financial institution prior to attempting payments from these types of accounts.

Please be aware that if a payment is not successful due to insufficient funds or an incorrect account number you may be charged a fee.

First Name: Wendy
Last Name: Ezell
Checking/Savings: Checking Savings
Routing Number: _____
Account Number: _____
Re-enter Account Number: _____
Amount: \$89.99

EXAMPLE
LOCATE THE INFORMATION ON YOUR CHECK.

- 1 Payer's name and address as it appears on check or account
- 2 Name, City and State of Financial Institution
- 3 Bank routing number*
- 4 Bank account number
- 5 Check number. (To avoid processing issues, do not include the check number in the routing or account number field)

Verify all information is accurate before continuing. It is not necessary to click "Continue" more than once as this may take a moment to process.

Tuition Charge

Account Information:

Review your information and make changes as needed. The address below must match your billing address.

Name on Card: Wendy Ezell
Country: United States Other Country
Address: 109 Campus Dr
Zip Code: 23821
City: Albion
State: VA

Credit Card Information:

Card Type: Visa MasterCard
Card Number: _____
Expiration Date: _____
Security Code: _____

Your security code is a 3-digit number on the signature panel following the credit card number.

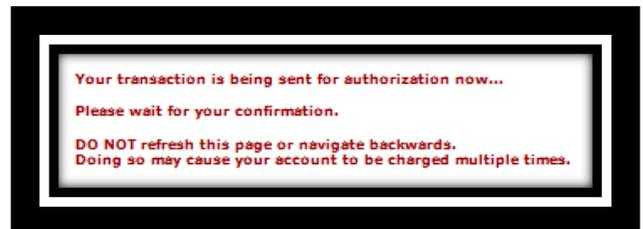
Authorized Signature: _____

Convenience Fee: \$19.99
Amount: \$89.99
Total Amount: \$109.98

Verify all information is accurate before continuing. It is not necessary to click "Continue" more than once as this may take a moment to process.

Transaction Processing Verification:

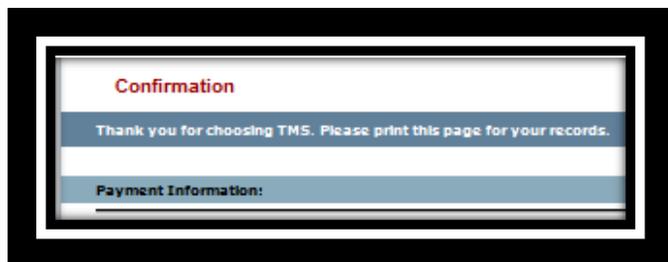
When you submit your payment, you will see this message.



Once your payment has been processed, you will receive a screen to confirm its success.

Click Continue

When the process is complete, you will be directed to the account portal.



PAYMENT PLANS

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5 STEP 6 STEP 7 FINAL STEP

Automatic Payments Set Up Successfully

The amount of each payment will be withdrawn on the scheduled due date according to your payment schedule.

A service fee equal to 3.99% of the payment amount (minimum \$1.00 fee) will be assessed for each payment processed using this payment type.

Your automatic payment information is below. If you have any questions, please call 800-722-4867 or 401-921-3999 (outside U.S. and Canada) or email service@afford.com.

Automatic Payment Information

Date: 4/1/2015

First Withdrawal: \$332.40 (plus \$9.94 service fee) on 04/20/2015

Payment Account Nickname: Wendy

Account Holder: Wendy Ezell

Payment Method: Visa

Card Number: *****1111

Expiration Date: 4/2021

Name on Card: Wendy Ezell

Billing Address: 109 campus dr, Albion, VA 23821, United States

Automatic Payment and Fee Schedule

Payment No	Amount	Service Fee	Total Payment	Date Due
3	\$332.40	\$9.94	\$342.34	4/20/2015

TMS Contact Information:

Helpline: 800-337-0291 or 800-722-4867

Email: service@afford.com