



# How to Set Up a Payment Plan

*Note: Payment plans are online only.*

## 1. Log on to Self-Service.

A screenshot of the AlamanceCC Self-Service login page. It has a white background with a blue border. The title 'AlamanceCC Self-Service' is at the top. Below it are two input fields: 'User name' with the text 'username123' and 'Password' with masked characters. A link 'Forgot your user name?' is below the password field. A blue 'Sign In' button is at the bottom.

## 2. Click on the Student Finance tab.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



### Student Finance

Here you can view your latest statement and make a payment online.

### 3. Click on “Make a Payment.”

|                  |                                              |
|------------------|----------------------------------------------|
| Account Overview |                                              |
| Amount Overdue   | \$ [REDACTED]                                |
| Total Amount Due | \$ [REDACTED] <a href="#">Make a Payment</a> |

### 4. Click “Continue to Payment Center” button.

*You are moving to the...*

#### Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

### 5. Log in by using username and password.

### 6. Click green “Make a Payment” button.

|                                                            |                |
|------------------------------------------------------------|----------------|
| Student Account                                            | ID: [REDACTED] |
| Balance                                                    | \$ [REDACTED]  |
| <a href="#">View Activity</a> <a href="#">Make Payment</a> |                |

### 7. Enter information to complete payment plan setup.

|                                                                                    |                                                                                    |                                                                                    |                                                                                      |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Account Payment                                                                    |                                                                                    |                                                                                    |                                                                                      |
|  |  |  |  |
| Amount                                                                             | Method                                                                             | Confirmation                                                                       | Receipt                                                                              |