

How to Enroll in an Online Payment Plan

Students are able to enroll in payment plans through their portal. To take advantage, please follow the instructions below:

1. Login to the [MC Portal](#).
2. Once in the MC Portal, find the “Quick Help” card.
3. Select, “Pay on My Account”.



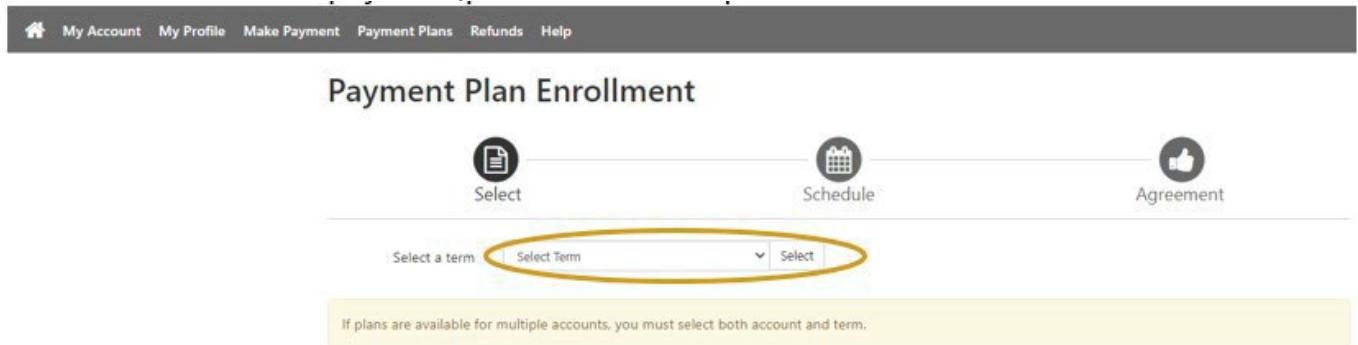
4. You will be connected to the TouchNet Student Account Center. Click on the “Payment Plans” tab.

A screenshot of the TouchNet Student Account Center. The top navigation bar includes 'My Account', 'Make Payment', 'Payment Plans' (which is circled in yellow), 'Refunds', and 'Help'. The main content area shows an 'Announcement' box with a welcome message and information about authorized users and refunds. To the right, a 'View Account: Joe Student' box shows a balance of \$2,675.85 with 'View Activity' and 'Make Payment' buttons. On the far right, a sidebar titled 'My Profile Setup' lists 'Authorized Users', 'Personal Profile', 'Security Settings', 'Consents and Agreements', and 'Electronic Refunds'. At the bottom right is a 'Term Balances' section.

5. Click on the “Enroll Now” button.

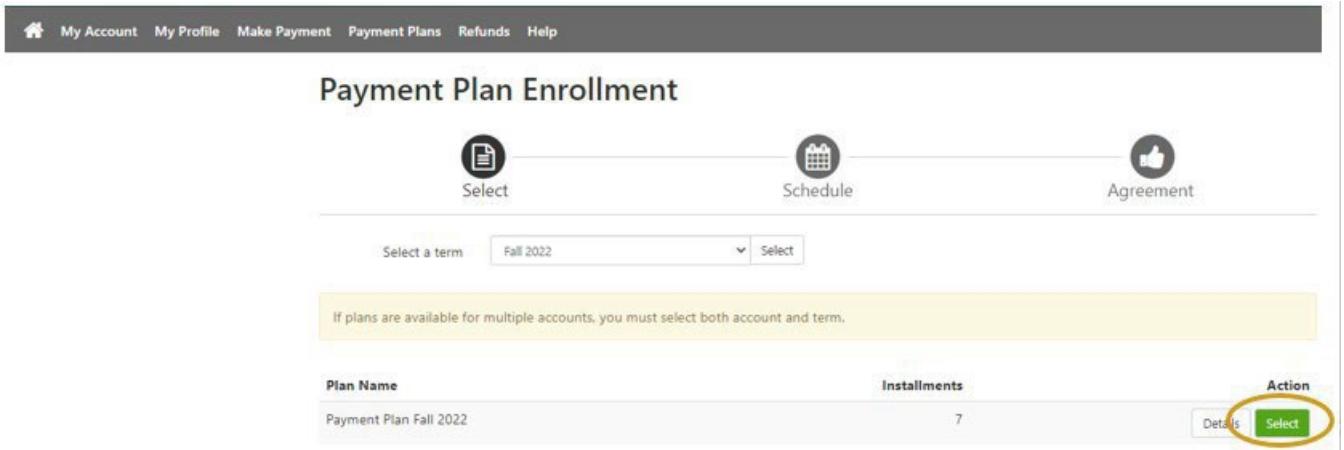
A screenshot of the 'Payment Plans' page. The top navigation bar is identical to the previous screenshot. The main content area has tabs for 'Manage Plans' and 'Plan History'. A message at the bottom states: 'You are not yet enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll.' To the right of this message is a button labeled 'Enroll Now' (which is circled in yellow).

6. Click “Select Term” from the drop-down menu. Then click “Select”.



The screenshot shows the 'Payment Plan Enrollment' page. At the top, there is a navigation bar with links: Home, My Account, My Profile, Make Payment, Payment Plans, Refunds, and Help. Below the navigation bar, the page title 'Payment Plan Enrollment' is displayed. There are three main buttons: 'Select' (with a document icon), 'Schedule' (with a calendar icon), and 'Agreement' (with a thumbs-up icon). Below these buttons, a dropdown menu is open, showing the text 'Select a term' followed by a dropdown arrow and the option 'Select Term'. A yellow oval highlights the 'Select Term' option. A note below the dropdown states: 'If plans are available for multiple accounts, you must select both account and term.'

7. Click “Select” on the available plan that is best for you.



The screenshot shows the 'Payment Plan Enrollment' page. The navigation bar and title are the same as the previous screenshot. The 'Select' button is highlighted with a yellow oval. Below the buttons, a dropdown menu shows 'Select a term' and 'Fall 2022' with a 'Select' button. A note below the dropdown states: 'If plans are available for multiple accounts, you must select both account and term.' Below this, a table lists a single payment plan: 'Payment Plan Fall 2022' with 7 installments. The 'Action' column for this plan includes a 'Details' link and a green 'Select' button, which is highlighted with a green oval.

8. Review the details of the plan and click "Continue".

Payment Plan Enrollment



Select



Schedule



Agreement

Payment Plan Fall 2022

Plan Description

This payment plan is the amount that will be owed for the Fall 2022 semester. It allows for monthly installments until the end of December 2022 to pay your Fall 2022 balance in full. Installment dates will be automatically set for the last day of the month.

Payment plans are subject to change due to adding/dropping of classes, financial aid, etc.

Show More

You have missed the first 4 of this payment plan due to late enrollment. You will be enrolled for the remaining 3 installments

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Fall 2022	2,675.85	
Balance: 2,675.85		

Optional down payment

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$0.00**

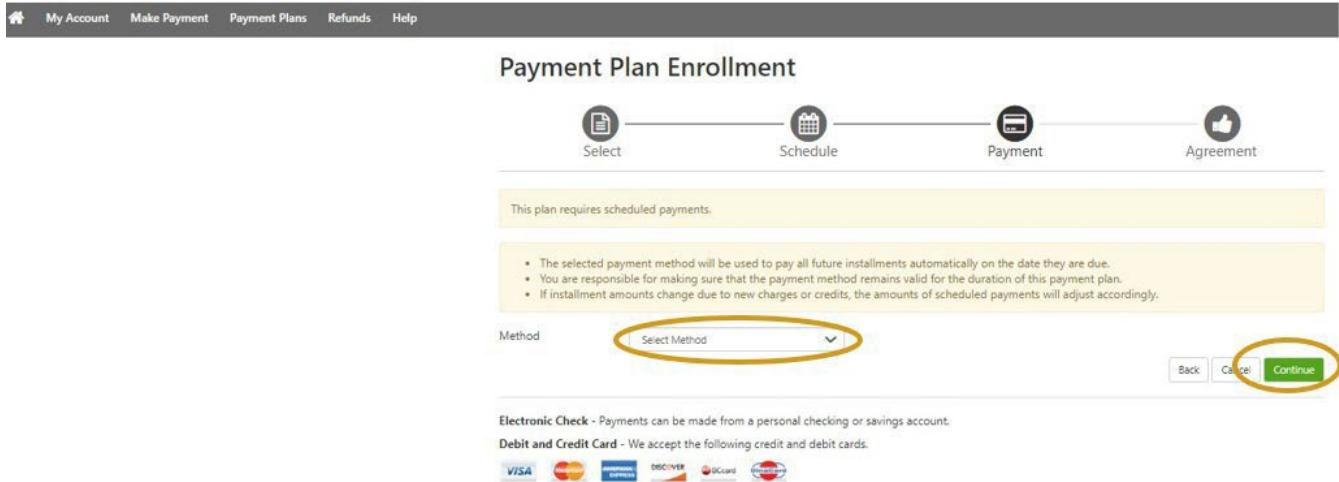
Description	Due Date	Amount(\$)
Installment 1	10/31/22	891.95
Installment 2	11/30/22	891.95
Installment 3	12/31/22	891.95
Total of installments: 2,675.85		

Back

Cancel

Continue

9. Enter payment method (credit card or bank information), then click “Continue”.



Payment Plan Enrollment

Select Schedule Payment Agreement

This plan requires scheduled payments.

Method:

• The selected payment method will be used to pay all future installments automatically 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 amounts of scheduled payments will adjust accordingly.

Electronic Check - Payments can be made from a personal checking or savings account.
Debit and Credit Card - We accept the following credit and debit cards.

10. Please note that once you have confirmed your payment details, your payments will be scheduled for automatic withdrawal on the designated due date.