

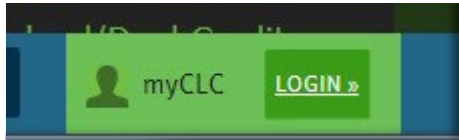
## myCLC Payment Options

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## Online Payments and Payment Plans

### Enroll in a Class and Payment Options

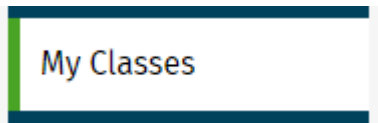
1. Login to your myCLC account by typing [www.clcillinois.edu](http://www.clcillinois.edu) into your browser and click on LOGIN found on the bottom right corner of the webpage.



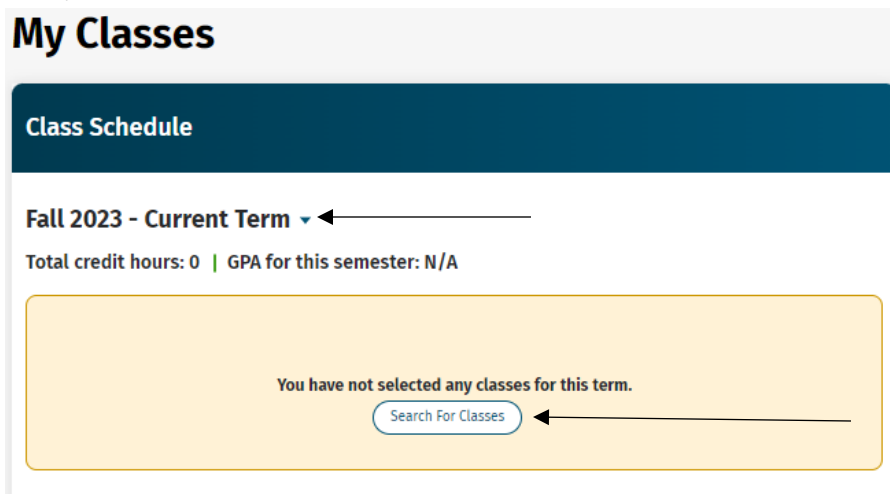
2. Enter your Username and Password. Contact the Help Desk (847-543-HELP or [helpdesk@clcillinois.edu](mailto:helpdesk@clcillinois.edu)) if you have any problems logging into your account.

**Please log in**  
[Portal Login](#)

3. Click on the **My Classes** tile on the Student Homepage:



4. Click on the term you want to enroll in (Example: Fall 2023):
  - a. Then, click "Search for Classes"



**My Classes**

**Class Schedule**

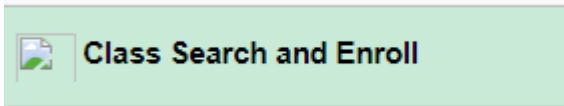
Fall 2023 - Current Term ▼

Total credit hours: 0 | GPA for this semester: N/A

You have not selected any classes for this term.

[Search For Classes](#)

5. It will redirect you to a different page. Once there, click on “Class Search and Enroll”



6. Search for Classes. Enter the subject, catalog number, class number, or other keywords.  
*Search tip: Enter only one keyword (example: ENG or Biology) then use the filters to narrow the results*

## View Search Results

15 Courses with keyword: Biology

<b>BIO 111</b> Human Form and Function 6 Class Options Available
<b>BIO 120</b> Environmental Biology 16 Class Options Available
<b>BIO 123</b> Principles of Biology 16 Class Options Available
<b>BIO 126</b> Local Flora 1 Class Option Available
<b>BIO 127</b> Introduction to Evolution 3 Class Options Available
<b>BIO 140</b> Environmental Biology without Lab 3 Class Options Available

7. To filter the results click on the criteria on the left hand side.

*Example: To view only classes at the Grayslake Campus, click on the hyperlink*

**< Class Search**

▼ **Class Status**

Closed Classes Only

Open Classes Only

▼ **Subject**

BIO / BIO - Biology

▼ **Location**

Grayslake Campus

▼ **Class Component**

Lecture

Lecture/Lab

▼ **Instruction Mode**

Independent Study

Lab/ Lecture-Lab


Lecture

▼ **Requirement Designation**

8. The search results will now be filtered, select a class from the list:

## View Search Results

15 Courses with keyword: Biology

Grayslake Campus 

### BIO 111

Human Form and Function  
3 Class Options Available

### BIO 120

Environmental Biology  
14 Class Options Available

9. Select a section:


### BIO 120

Environmental Biology

★ [Add to favorite courses](#)

▶ **Course Information**

▼ **Class Selection**

Select a class option 

[Selected Filters](#) 14 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Seats
1	Open	Regular Academic Session	4823	03/05/2019 - 05/16/2019	<a href="#">Multiple meeting schedules</a>	Open Seats 13 of 15 >
2	Open	Regular Academic Session	4795	03/05/2019 - 05/16/2019	<a href="#">Multiple meeting schedules</a>	Open Seats 15 of 15 >

**Next** >

10. Review the class selection and click Next in the top right corner of the screen

11. Enroll or Add to Shopping Cart. Enroll directly from here, or place the class in the shopping cart to finish enrolling later:

**Spring 2019**  
Academic Career  
College of Lake County

1	<b>Review Class Selection</b> Complete
2	<b>Enroll or Add to Cart</b> Visited
3	<b>Review and Submit</b> Not Started

### Step 2 of 3: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll  
 Add to Shopping Cart

**Submit**

12. If everything looks correct, click **Submit**.


Are you sure you want to submit?

13. Click "Yes" to continue.


14. Review popup message details and click "OK" to continue.

YOU HAVE ADDED A CLASS SUCCESSFULLY, PAYMENT IS DUE THREE WEEKS FROM ENROLLMENT  
CLICK ON THE "ACCOUNT BALANCE AND PAYMENTS" LINK TO PAY IN FULL OR SETUP A PAYMENT PLAN.  
ALL FINANCIAL AID STUDENTS MUST ENROLL IN A PAYMENT PLAN.


15. A successful message enrollment will appear on the page that contains payment instructions.

 **CDAN 3 - Intermediate Ballroom Dancing**  
This class has been added to your schedule. Click on the "Account Balance and Payments" link to Pay in Full or Setup a Payment Plan.

16. Click on the Account Balance and Payments link found to the bottom left of page.

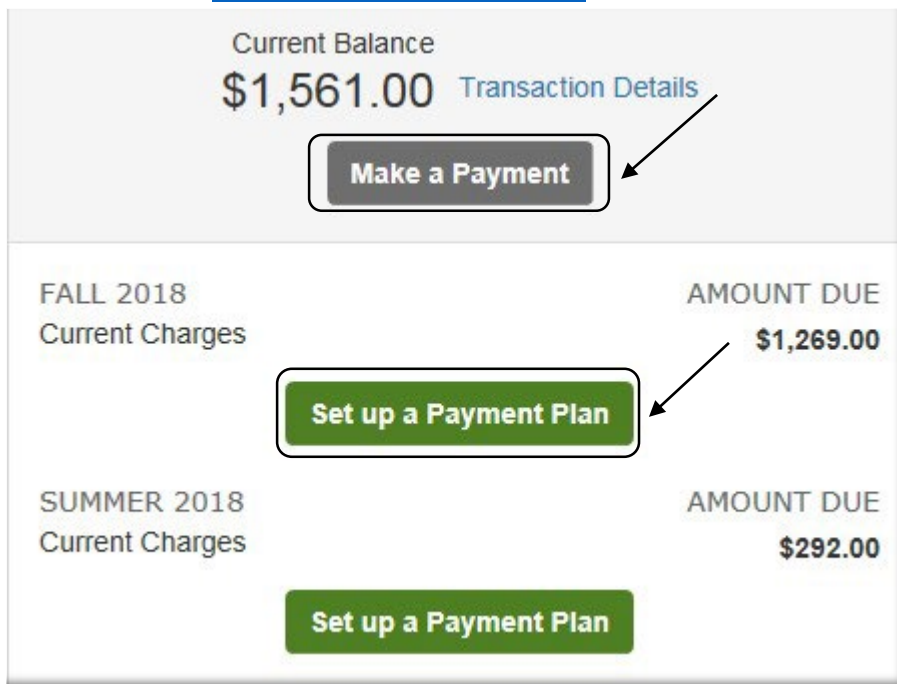
 **Account Balance and Payments**

**Payment Options**

17. Click on the  once the Account Balance page appears to make a payment or enroll in a payment plan.

This page will attempt to open up a separate window. Make sure your popup blocker is turned off when using a mobile device. Please review instructions found on the [FAQ](#) page.

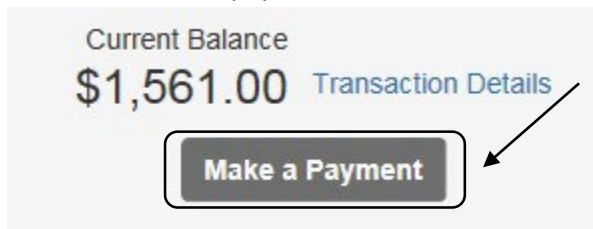
18. [New accounts](#) will have to setup a new profile. For New Account profile setup, see page 26 [Setup Profile](#).
19. Once you are on the Enterprise Home page, you will have the option to either [Make a Payment](#) or [Setup a Payment Plan](#). \*If you are eligible for a Deferred Payment Plan, please review setup instructions: [Setup a Deferred Payment Plan](#).



The screenshot displays the 'Account Balance' page. At the top, it shows the 'Current Balance' as '\$1,561.00' with a link for 'Transaction Details'. Below this is a 'Make a Payment' button. The page is divided into two sections for current charges. The first section is for 'FALL 2018 Current Charges' with an 'AMOUNT DUE' of '\$1,269.00' and a 'Set up a Payment Plan' button. The second section is for 'SUMMER 2018 Current Charges' with an 'AMOUNT DUE' of '\$292.00' and another 'Set up a Payment Plan' button. Arrows point to the 'Make a Payment' button and the 'Set up a Payment Plan' button for the Fall 2018 term.

### Make a Payment

1. To make a payment, click on the “ Make a Payment” option:



This is a close-up screenshot of the 'Make a Payment' button. Above the button, the text 'Current Balance' and '\$1,561.00' is visible, along with a link for 'Transaction Details'. An arrow points to the 'Make a Payment' button.

2. If you are enrolled for more than one term, you will be given the option to make a payment on one term at a time and also how much you want to pay towards each term. **\*Please note that**

the Student system will automatically post the payment to the oldest charge first, regardless of what is selected on this page.

Select Accounts to Pay

ACCOUNT	CURRENT BALANCE	PAYMENT AMOUNT
<input type="checkbox"/> CLC Student Tuition ● Fall 2018	1,269.00	\$ <input type="text" value="Enter Amount"/>
<input checked="" type="checkbox"/> CLC Student Tuition ● Summer 2018	292.00	\$ <input type="text" value="292.00"/>

[Next - Payment Method](#)

to

- Once you have entered the payment amount, click on continue.
- Select Payment Method:

**Payment Method**

Bank Account

Credit / Debit Card

- Populate Credit Card information



All fields are required

Card Number    

5431 1111 1111 1111

Account Holder Name

Test Student

Expiration Date

05



2025



### Billing Address

\*Country

United States



\*Address

19351 W Washington St.

*Apt., Suite, Bldg. (optional)*

[Add Another Line](#)

\*City

Grayslake

\*State

Illinois



\*Zip / Postal Code

60030

Save credit / debit card to My Profile for future use?


Or Bank Account Information:



**Bank Account Details**  
All fields are required

Account Holder Name

Bank Name

Account Type  Checking  Savings

Routing Number 

Account Number   
 

Save bank account to My Profile for future use?

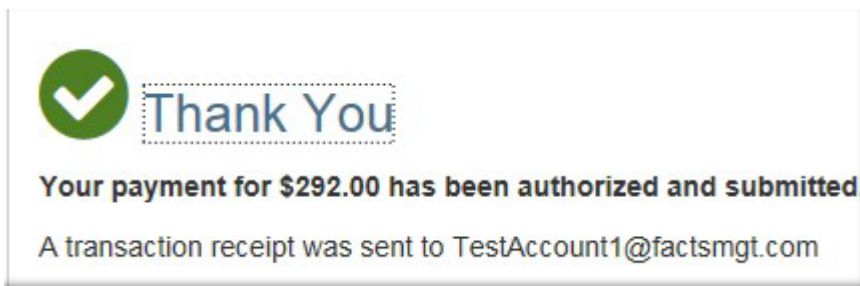
**Save & Continue**

6. Click on **Save & Continue** to Authorize payment.

**Pay \$292.00 Now**

7. Click on the Pay Now button: **Pay \$292.00 Now** to Finalize payment.

8. A transaction page will be displayed with a transaction receipt number to keep for your records.



1. Click on Set up a Payment Plan



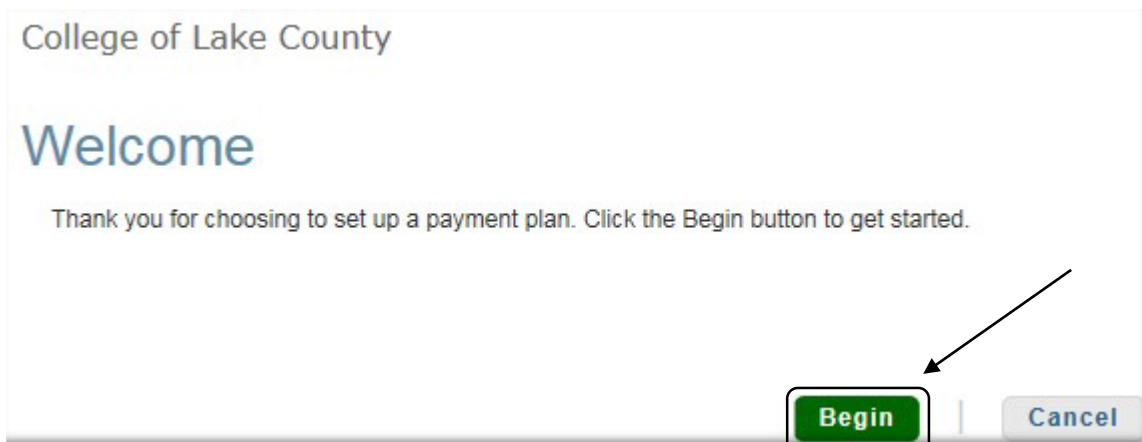
**Payment Plan & Billing** [View Details](#)  
Thomas Testa ID: 0565640  
Current Balance  
**\$1,269.00** [Transaction Details](#)  
**Make a Payment**

FALL 2018  
Current Charges

AMOUNT DUE  
**\$1,269.00**

**Set up a Payment Plan**

2. Click on "Begin":



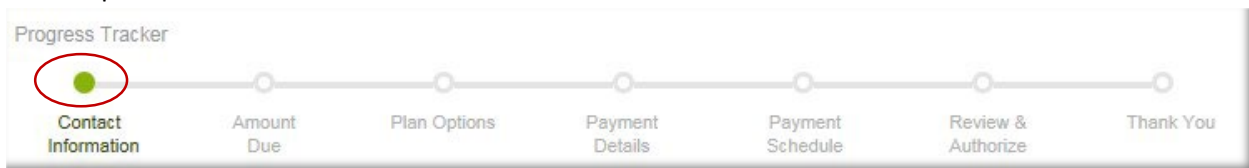
College of Lake County

## Welcome

Thank you for choosing to set up a payment plan. Click the Begin button to get started.

**Begin** | **Cancel**

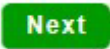
3. A "Progress Tracker" will appear at the top of the page to help visualize where you are in the process:



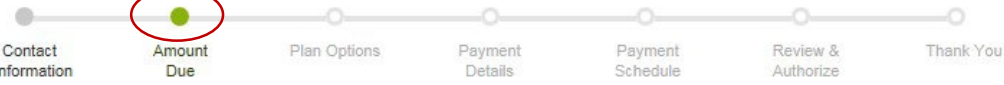
Progress Tracker

**Contact Information** | Amount Due | Plan Options | Payment Details | Payment Schedule | Review & Authorize | Thank You

4. Verify your Contact Information. You will have the ability to Edit the details if something needs to be updated:

- Click on  to continue if the contact information is accurate.
- Verify the Amount Due:

Progress Tracker



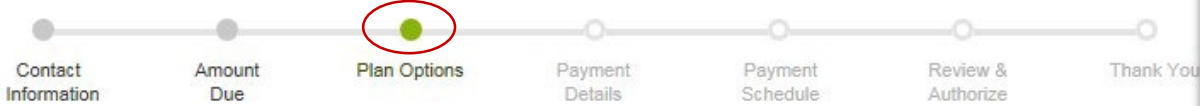
## Amount Due

Name	Amount Due	
Rebecca Lischalk	1,269.00	<a href="#">View Details</a>

Click on  to continue.

- The next page will display different payment options. The more installments you select, the lower your monthly payment plan will be.

Progress Tracker




## Payment Plan Options

Amount Due to College of Lake County: \$1,269.00

Select a payment schedule

Show:


- Select a Payment Method and click on  to continue.

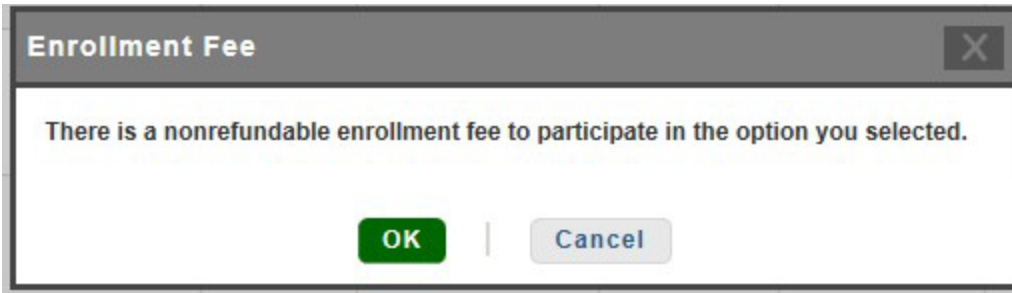
**\*Please note that there is a \$25.00 non-refundable fee for enrolling in a payment plan. This fee will be due at the time of enrollment.**

**\*\*Please review Deferred Payment Plan setup instructions: [Setup a Deferred Payment Plan](#) if a Deferred Monthly Payments option is displayed.**

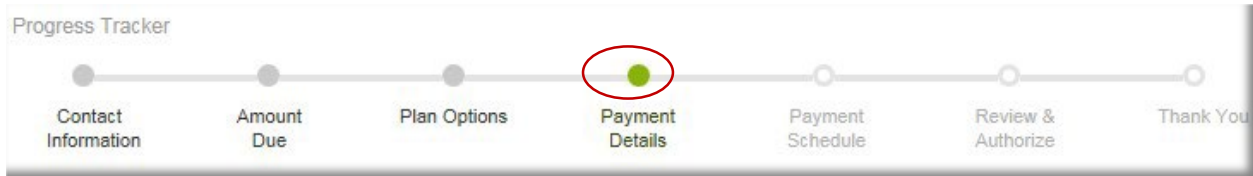
### Monthly Payments

Select	Payment Method	Down Payment (Due Today)	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee (Due Today)
<input checked="" type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> <li>Bank Account</li> <li>Credit Card</li> </ul>	None	6	November 2018	\$211.50	5th 20th	01 Nov 2018 16 Nov 2018	\$25.00

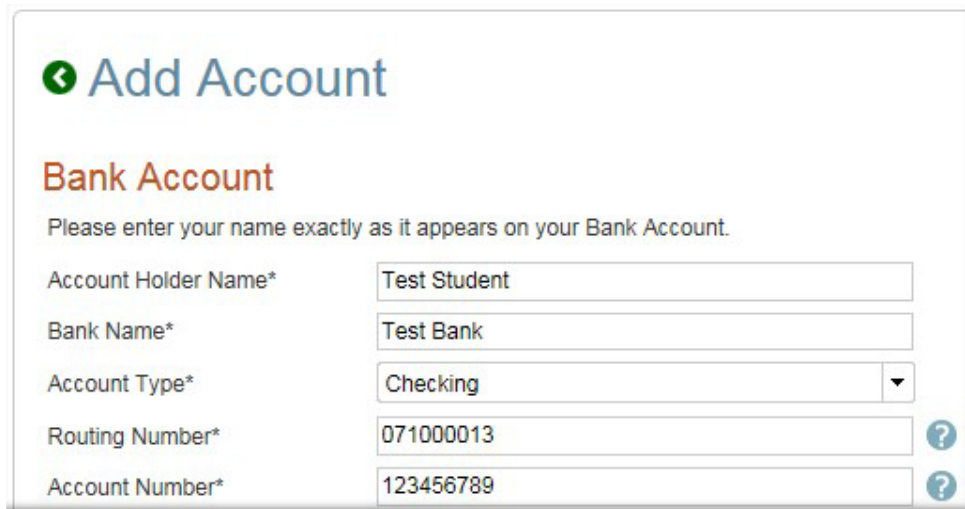
9. A popup box will appear informing you of the non-refundable fee. Click  to continue.



10. At this point, you will be asked to enter Payment Details:



11. Add Bank Account Information:



The image shows a form titled "Add Account" with a back arrow icon. Below the title is the section "Bank Account" and a instruction: "Please enter your name exactly as it appears on your Bank Account." The form contains five input fields:

Account Holder Name*	<input type="text" value="Test Student"/>
Bank Name*	<input type="text" value="Test Bank"/>
Account Type*	<input type="text" value="Checking"/>
Routing Number*	<input type="text" value="071000013"/> ?
Account Number*	<input type="text" value="123456789"/> ?

Click on  to continue.

Or Add Credit Card Information:

## ← Add Account

### Credit Card Details

Please enter your name exactly as it appears on your Credit Card.

Account Holder Name*	<input type="text" value="Test Student"/>
Card Number*	<input type="text" value="5431111111111111"/>
Card Brand*	<input type="text" value="MasterCard"/>
Expiration Date*	<input type="text" value="05"/> / <input type="text" value="2025"/>
Security Code (CVV)*	<input type="text" value="998"/> ?

### Billing Address

Please enter the address as it appears on your billing statement.


Country*	<input type="text" value="United States"/>
Address Line 1*	<input type="text" value="19351 W Washington St."/>
Address Line 2	<input type="text" value="Apartment, Suite, Unit, Building, Floor, etc."/> <a href="#">Add</a>
City*	<input type="text" value="Grayslake"/>
State*	<input type="text" value="Illinois"/>
ZIP/Postal Code*	<input type="text" value="60030"/>

Click on  to continue.

12. Review Payment Details and click on **Next** to continue:

### Payment Details

Please enter your primary financial account for payments

Pay using  

Card transactions for College of Lake County are processed by Nelnet Campus Commerce, USA.

#### Amount Due Today

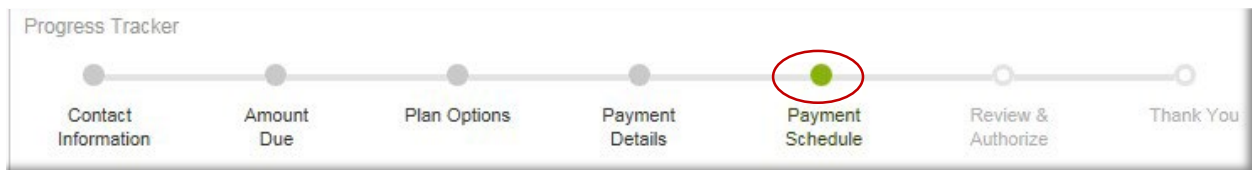
Pay using  [\(Change\)](#)

Enrollment Fee <a href="#">View Details</a>	25.00
<b>Amount Due Today</b>	<b>\$25.00</b>

#### Remaining Amount

<b>Total Amount Remaining for Payment Plan</b>	<b>\$1,269.00</b>
--	-------------------

13. Select a Payment Schedule from the drop down.



### Payment Schedule

What day do you want the future scheduled payments to be on?\*

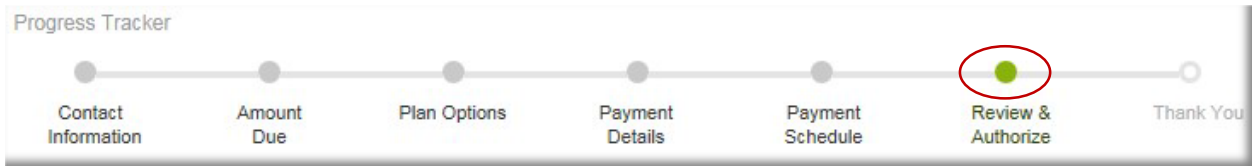
14. Once you select an option from the dropdown, either the 5<sup>th</sup> or the 20<sup>th</sup> of each month, you will see a monthly schedule for you to review:

#### Future Payment Schedule

Payment Date	Description	Amount
Monday, November 5, 2018	Payment	211.50
Wednesday, December 5, 2018	Payment	211.50
Monday, January 7, 2019	Payment	211.50
Tuesday, February 5, 2019	Payment	211.50
Tuesday, March 5, 2019	Payment	211.50
Friday, April 5, 2019	Payment	211.50

Click on **Next** to continue.

15. Review and Authorize:



16. At this point you will review the payment plan details and will click on the terms and conditions checkbox to authorize the agreement.

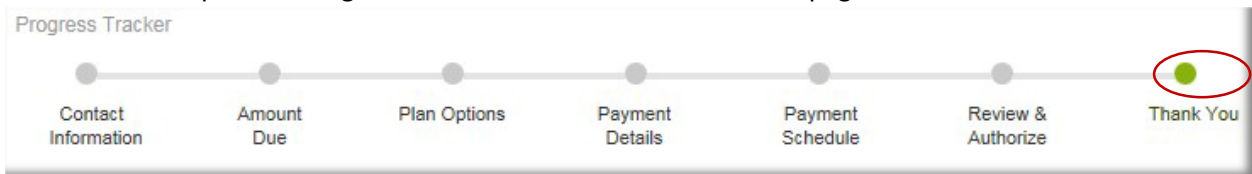
### Review & Authorize

[Nelnet Returned Payment Fee Policy](#)

<b>Amount Due Today</b> <b>\$25.00</b> Payment Method MasterCard - 1111 <a href="#">(Change)</a>	<b>Remaining Amount</b> <b>\$1,269.00</b> Payment Method MasterCard - 1111 <a href="#">(Change)</a>	<input checked="" type="checkbox"/> I have read and accept the <a href="#">terms and conditions</a> of this payment plan
--	---	--

**Back**   **Authorize**   **Cancel**

17. Final Step: Review Agreement Number and Return to homepage.



18. Click on **Done** to return to Homepage.

### Thank You

Thank you for completing a Nelnet payment plan for College of Lake County. Please print a copy for your records.

Did you know that you can receive text alerts on your mobile phone? [Learn More.](#)

An authorized party can make payments on your behalf. [Want to designate another payer?](#)

<b>Amount Paid Today</b> <b>\$25.00</b> MasterCard - 1111	<b>Agreement Number</b> <b>101 090 374</b> <b>Remaining Amount</b> <b>\$1,269.00</b> MasterCard - 1111	<input checked="" type="checkbox"/> I have read and accept the terms and conditions of this payment plan (Signed on 06 Sep 2018)
---	--	--

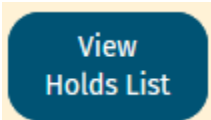
**Done**   **Print**



## Setup a Deferred Payment Plan

All Financial Aid students must sign up for a payment plan. Once you have filled out an application for Financial Aid, a service indicator will be placed on your student account indicating that you are eligible for a Deferred Payment Plan. This deferred option will not activate until later on in the semester if you have a remaining balance on your payment plan date. At that time, you will be charged a \$25.00 nonrefundable fee.

There will be service indicators for each term you are eligible for the deferred payment plan. You can view these service indicators under “My Classes” on your Student Homepage.



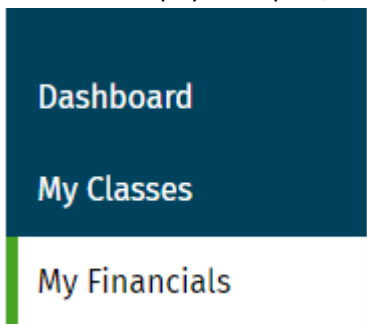
The following holds indicate which Deferred plan you are eligible to enroll in:

- Spring Deferred Pay Plan Elig
- Summer Deferred Pay Plan Elig
- Fall Deferred Pay Plan Elig

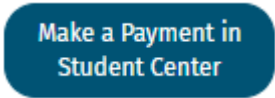
### Hold

Hold	Department	
Enterprise Enrolled Deferred	Student Accounting	>
New CLC Student	Counseling,Advising&Transfer C	>
Spring Deferred Pay Plan Elig	Student Accounting	>

1. To enroll in a payment plan, click on the “My Financials” tile:



- Click on the “Make a Payment in Student Center”



This will take you to your Account Balance Page

Term	Charges & Deposits	Total Due
Summer 2012	436.00	436.00
Fall 2012	560.00	560.00
Spring 2014	336.00	336.00
Fall 2014	968.00	968.00

There you will need to click on “Payment Options”

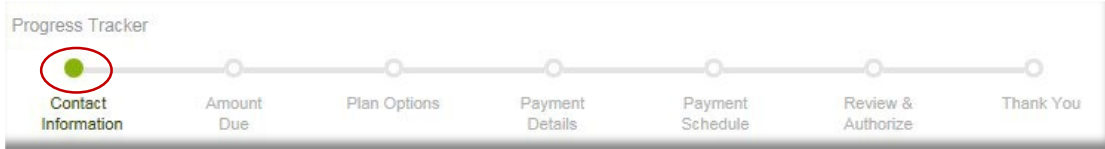
This page will attempt to open up a separate window. Make sure your popup blocker is turned off when using a mobile device.

- [New accounts](#) will have to setup a new profile. For New Account profile setup, see page 26 [Setup Profile](#).

- Click on “Set up a Payment Plan.”

- Click on “Begin”:

20. A “Progress Tracker” will appear at the top of the page to help visualize where you are in the process:



21. Verify your Contact Information. You will have the ability to Edit the details if something needs to be updated:



22. Click on **Next** to continue if the contact information is accurate.

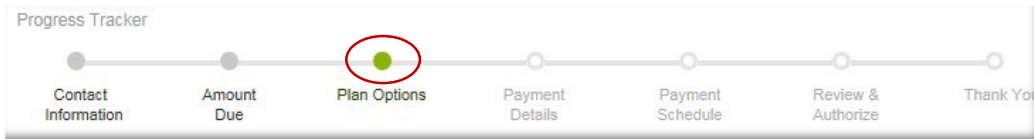
23. Verify the Amount Due:

Name	Amount Due	
Michael Dremann	1,057.00	<a href="#">View Details</a>



Click on **Next** to continue.

24. The next page will display a Deferred Monthly Deferred option



You will notice other Monthly Payment Options but the system will not allow you to select one of those options since you are considered to be on a “Deferred” plan.


### Deferred Monthly Payments

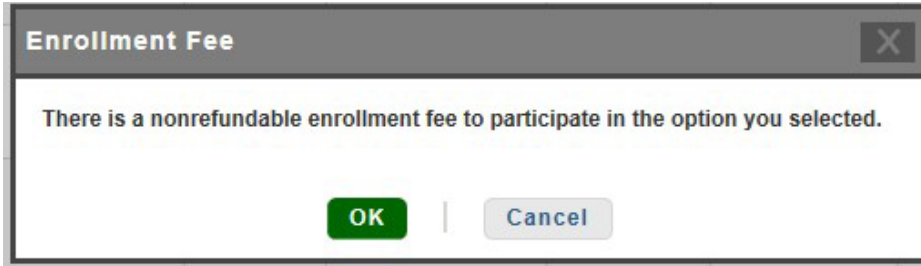
Please Note: Enrollment fee message goes here.....

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input checked="" type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> <li>Bank Account</li> <li>Credit Card</li> </ul>	3	March 2019	\$352.34	14 <sup>th</sup> ----	01 Mar 2019 18 Mar 2019	\$25.00

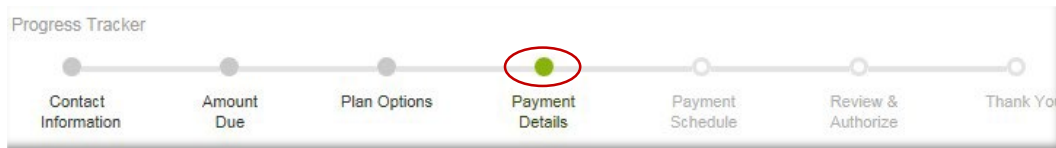
25. Select the Deferred Monthly Payment Method and click on  to continue.

**\*Please note that there is a \$25.00 non-refundable fee for enrolling in a payment plan. This fee will be waived for students on the deferred payment plan, if there is a \$0 balance on the account when the plan is set to begin. If the payment plan is activated and the student has a balance on their account, the \$25.00 fee will be charged for using the payment plan.**

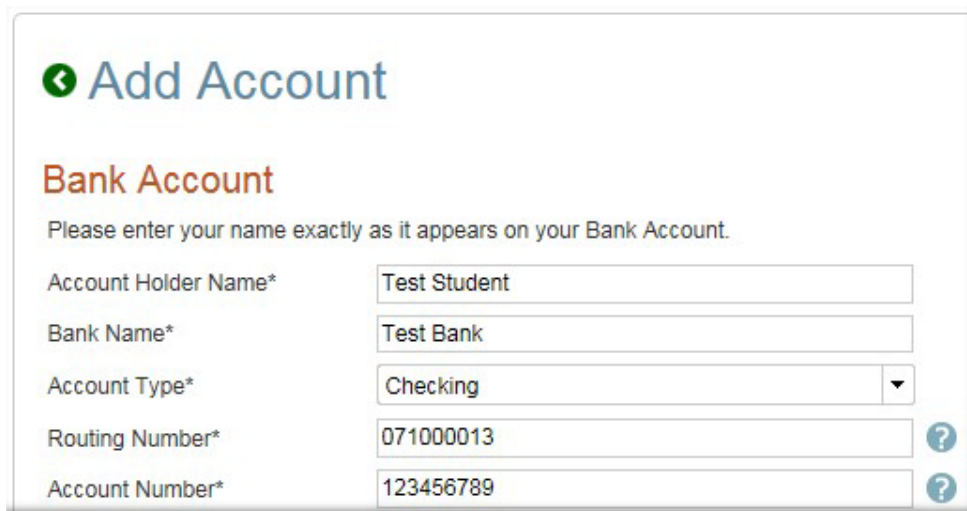
26. A popup box will appear informing you of the non-refundable fee. Click  to continue.



27. At this point, you will be asked to enter Payment Details:



28. Add Bank Account Information:

A screenshot of the "Add Account" form. The title "Add Account" is in blue with a back arrow icon. Below it, "Bank Account" is in orange. A note says "Please enter your name exactly as it appears on your Bank Account." The form has five input fields: "Account Holder Name\*" with "Test Student", "Bank Name\*" with "Test Bank", "Account Type\*" with a dropdown menu showing "Checking", "Routing Number\*" with "071000013" and a question mark icon, and "Account Number\*" with "123456789" and a question mark icon.

Click on  to continue.

Or Add Credit Card Information:

## ➔ Add Account

### Credit Card Details

Please enter your name exactly as it appears on your Credit Card.

Account Holder Name\*

Card Number\*

Card Brand\*

Expiration Date\*  /

Security Code (CVV)\*  ?

### Billing Address

Please enter the address as it appears on your billing statement.

Country\*

Address Line 1\*

Address Line 2  [Add](#)

City\*

State\*

ZIP/Postal Code\*

**Save**

Click on **Save** to continue.

**Next**

29. Review Payment Details and click on **Next** to continue:

## Payment Details

Please enter your primary financial account for payments

Pay using  ?

Card transactions for College of Lake County are processed by Nelnet Campus Commerce, USA.

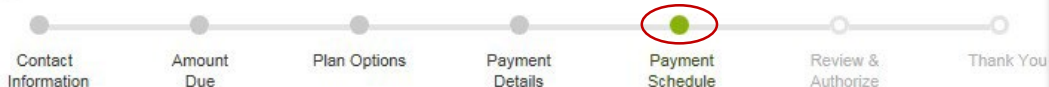
### Remaining Amount

Total Amount Remaining for Payment Plan

\$1,082.00

30. Select a Payment Schedule from the drop down.

Progress Tracker



\*Scheduled payments for the Deferred Plan will occur on the 14<sup>th</sup> of each month.

\*\*Notice the Enrollment Fee will not be due until the First Scheduled Payment Date.

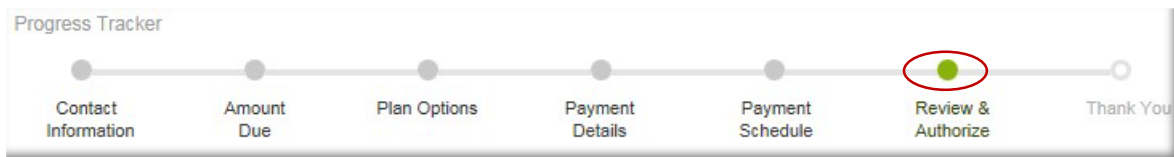
### Future Payment Schedule

Payment Date	Description	Amount
Tuesday, March 14 <sup>th</sup> 2019	Payment	352.34
Tuesday, March 14 <sup>th</sup> 2019	Enrollment Fee*	25.00
Friday, April 14 <sup>th</sup> 2019	Payment	352.34
Monday, May 14 <sup>th</sup> 2019	Payment	352.32

Click on 

to continue.

### 31. Review and Authorize:



32. At this point you will review the payment plan details and will click on the terms and conditions checkbox to authorize the agreement.

### Review & Authorize

[Nelnet Returned Payment Fee Policy](#)

Remaining Amount

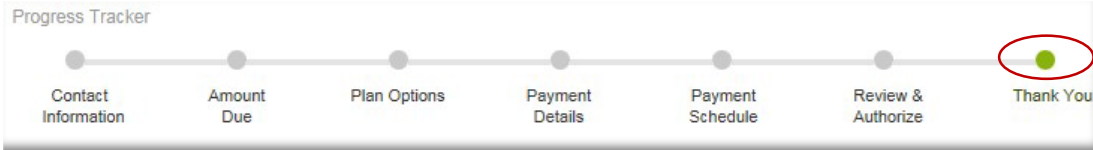
\$1,082.00

Payment Method  
MasterCard - 1111  
[\(Change\)](#)

have read and accept the [terms and conditions](#) of this payment plan


Back
Authorize
Cancel


33. Final Step: Review Agreement Number and Return to homepage.




34. Click on  to return to Homepage.



## Thank You


 Thank you for completing a Nelnet payment plan for College of Lake County. Please print a copy for your records.

 Did you know that you can receive text alerts on your mobile phone? [Learn More.](#)

 An authorized party can make payments on your behalf. [Want to designate another payer?](#)

Agreement Number <b>101 090 380</b>	<input checked="" type="checkbox"/> I have read and accept the terms and conditions of this payment plan (Signed on 06 Sep 2018)
Remaining Amount <b>\$1,082.00</b>	
MasterCard - 1111	



## Setup Profile

1. If this is your first time logging into the payment system, you will need to setup a profile as a onetime setup.
2. Your First Name and Last Name will automatically carry over from the student system but you will need to enter your address, E-mail, and Phone Numbers.

**Name**

Prefix

First Name\* **Thomas**

Middle Name

Last Name\* **Testa**

Suffix

**Address**

Country\*

Address Line 1\*

Address Line 2  [Add](#)

City\*

State\*

ZIP/Postal Code\*

Time Zone\*

**E-mail**

E-mail 1\*

E-mail 2

E-mail 3

All correspondence will be sent via e-mail only  
Correspondence will be sent to all e-mails provided

**Phone Numbers**

At least one phone number is required.

Daytime Phone  (  )  -  Ext.

**Next**

- In order to protect your account, select a Security Question from the drop down and create answers for those questions. Click on **Submit** to continue.



### Security Questions

Telephone ID Question 1*	What is the last name of your third grade teacher?	?
Question 1 Answer*	<input type="text"/>	
Telephone ID Question 2*	What is your mother's maiden name?	?
Question 2 Answer*	<input type="text"/>	

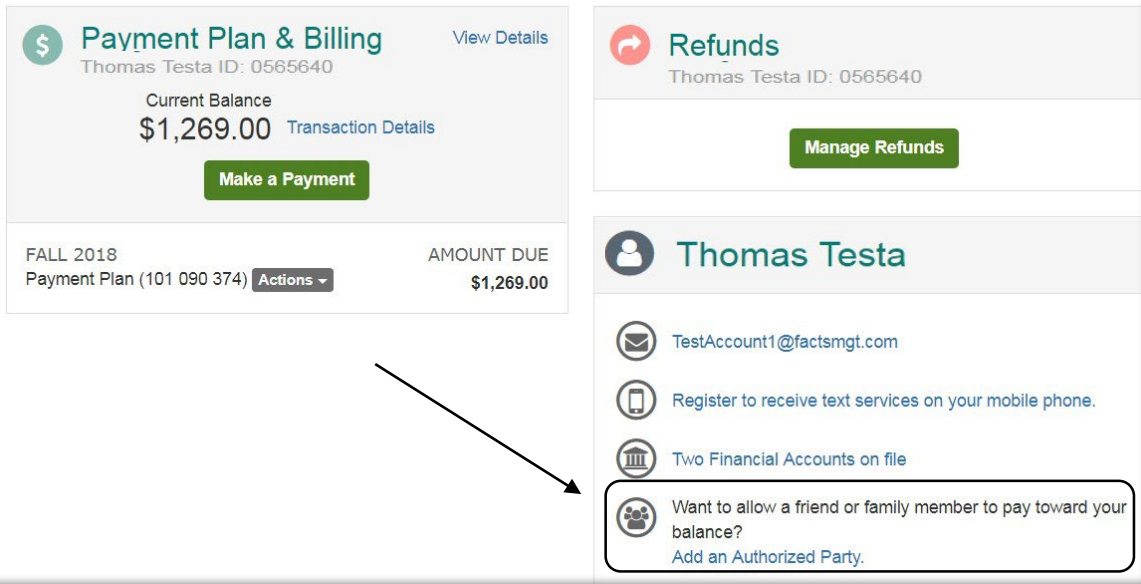
Return to: [Enroll in a Class and Payment Options](#)

### Setup Authorized Payers

Options to add an Authorized Party are available in this payment system. This will allow an authorized user to create a payment plan or make an ACH or Credit Card payment towards your student account.

1. Navigate to "Add an Authorized Party." Found on the lower left side of the Home page.

Hello Thomas



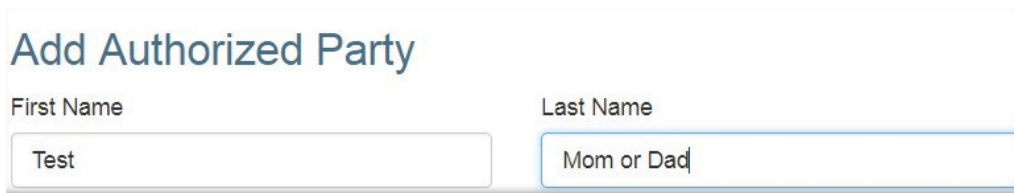
**Payment Plan & Billing** [View Details](#)  
Thomas Testa ID: 0565640  
Current Balance  
**\$1,269.00** [Transaction Details](#)  
**Make a Payment**

FALL 2018  
Payment Plan (101 090 374) [Actions](#) AMOUNT DUE  
**\$1,269.00**

**Refunds**  
Thomas Testa ID: 0565640  
**Manage Refunds**

**Thomas Testa**  
TestAccount1@factsmgt.com  
Register to receive text services on your mobile phone.  
Two Financial Accounts on file  
Want to allow a friend or family member to pay toward your balance?  
[Add an Authorized Party.](#)

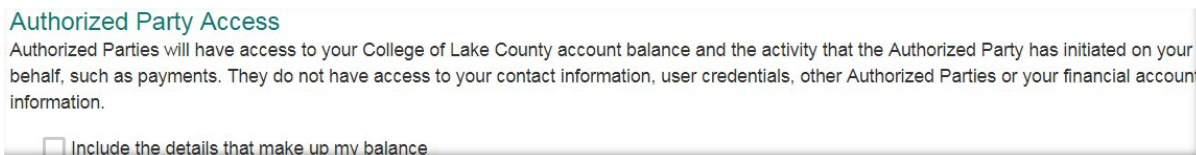
2. Enter First and Last Name of the Authorized User



**Add Authorized Party**

First Name  Last Name

3. Indicate whether or not you would like to your Authorized User to view details on your **Financial Account**. **\*Note, this will not include grades or course details.**



**Authorized Party Access**  
Authorized Parties will have access to your College of Lake County account balance and the activity that the Authorized Party has initiated on your behalf, such as payments. They do not have access to your contact information, user credentials, other Authorized Parties or your financial account information.

Include the details that make up my balance

4. Create a question that only your Authorized User will be able to answer.

### Authorized Party Authentication

Create a question that the authorized party will know the answer to. You may want to inform the authorized party of this question and answer.

Authorized Party Authentication Question

*e.g. What year did we go to Florida?*

Authorized Party Authentication Answer

*e.g. 2010*


5. Enter your Authorized Users e-mail address.

### Web Access

Enter an e-mail address to allow this person to create an account and pay online. An e-mail will be sent to this address upon save. If the E-mail Address field is left blank, the authorized party will only be able to discuss your account with Nelnet over the phone.

E-mail Address

**Save**

6. Review the Terms and Conditions and  the changes. At this time, your Authorized User will receive an email with instructions on how to setup an account and how to make payments or setup a payment plan.

### Terms and Conditions

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your explicit permission. By creating an Authorized Party you are giving explicit consent for that individual to view and discuss your account information, make payments on your behalf, and for us to provide information to that individual about the balance of your account. This authorization will remain in effect until you remove the individual as an Authorized Party on your account.

By adding this Authorized Party you, Rebecca Lischalk, agree to the terms and conditions.

Cancel

**Save**

## Setup ACH/Direct Deposit Refunds

CLC provides students with the ability to setup ACH Refunds.

1. Click on "My Financials" on your Student Homepage

Dashboard

My Classes

My Financials

2. If you have no outstanding charges, you will see a “Setup Direct Deposit” button. Click on this button to continue.

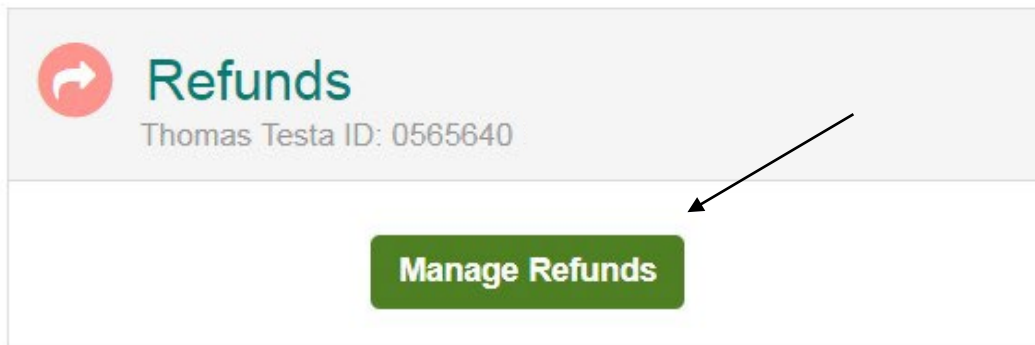
Setup Direct Deposit


You have no outstanding charges at this time.

3. If you do have a balance on your account, you will see a “Payment Options” button. Click on this button to continue.

Payment Options

4. If this is your first time logging into Enterprise, you will need to [setup your profile](#).
5. Once you access the main page you can click on the Manage Refunds button found on the right side of the web page in the payment system.



6. Review your Profile Information and click  on to continue.

## Enroll in Refunds

### Step 1 of 2: Profile Information

Welcome, Thomas Testa

#### Student Information

First Name	Thomas
Last Name	Testa
ID	0565640
Email Address	TestAccount1@factsmgt.com

#### Mailing Address

The school has chosen to provide the address.

#### Secondary Email

Email Address	<input type="text"/>
---------------	----------------------

### 7. Select the option "Bank Account"

## Enroll in Refunds

LIVE HELP 4

### Step 2 of 2: Select your refund method

Refunds will be disbursed via the selected method at the time the request is received and processed. If a refund method is not selected, refunds will be delivered to you via first class mail in the form of a paper check, to the address on record with your institution.

Bank Account (Direct Deposit) Funds should be received **1-2 business days** from processed date

[Back to profile](#)

### 8. Selecting "Bank Account" will expand the page so that you can populate Banking details. Fill out

the form and 

Bank Account (Direct Deposit)
Funds should be received **1-2 business days** from processed date

Account Holder Name\*

Bank Name\*

Account Type\*  Checking  Savings

Routing Number\*  ?

Account Number\*  ?

Account Number Confirm\*

By clicking Save, I authorize Nelnet Campus Commerce to disburse my student account refund via the method I have selected. I acknowledge that I am responsible for repayment if I receive money that I am not entitled to.

- You are now enrolled in ACH Direct Deposit. You can Edit or Remove your Refund Method or Edit your Profile at any time from this page.

**Refund Method**

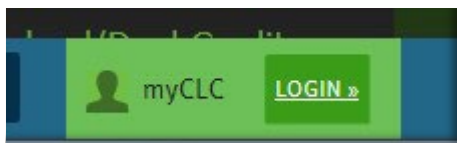
✔ Refund Method Selected     
 Bank Account: XXXXX6789     
 [Edit Refund Method](#)     
 [Remove Refund Method](#)     
 [Edit Profile](#)

Change History

Changed Date	Change Made	Changed By
9/7/2018 9:33:35 AM (CST)	Profile Update	1083333
9/7/2018 9:31:28 AM (CST)	Profile Update	1083333
9/7/2018 9:31:28 AM (CST)	Profile Update	1083333

### Accessing Payment Page to Update Account Details

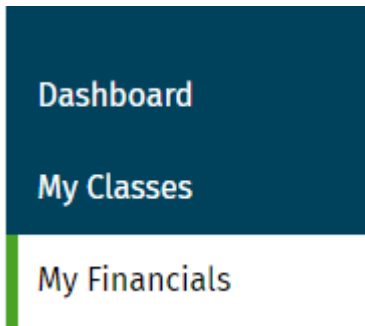
- Login to your myCLC account by typing [www.clcillinois.edu](http://www.clcillinois.edu) into your browser and click on LOGIN found on the bottom right corner of the webpage.



- Enter your Username and Password. Contact the Help Desk (847-543-HELP or [helpdesk@clcillinois.edu](mailto:helpdesk@clcillinois.edu)) if you have any problems logging into your account.

**Please log in**  
[Portal Login](#)

12. Click on “My Financials” found on the **Dashboard** on the left of the page:



13. If you have no outstanding charges, you will see a “Setup Direct Deposit” button. Click on this button to continue.



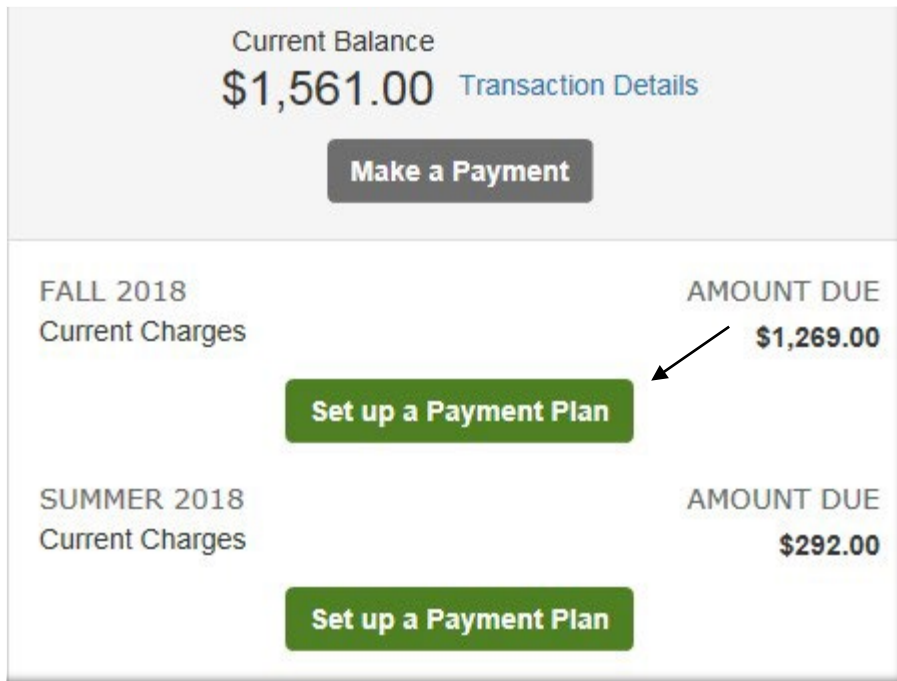
14. If you do have a balance on your account, you will see a “Payment Options” button. Click on this button to continue.



15. This page will attempt to open up a separate window. Make sure your popup blocker is turned off when using a mobile device. Please review instructions found on the [FAQ](#) page.

16. [New accounts](#) will have to setup a new profile. For New Account profile setup, see page 15 [Setup Profile](#).

You will now be routed to the payment page where you can Manage your Refunds, Make a Payment, or create a Payment Plan, or Add an Authorized Party.



The screenshot displays a student account interface. At the top, it shows the 'Current Balance' as '\$1,561.00' with a link for 'Transaction Details'. Below this is a 'Make a Payment' button. The account is divided into two sections: 'FALL 2018 Current Charges' with an 'AMOUNT DUE' of '\$1,269.00' and a 'Set up a Payment Plan' button; and 'SUMMER 2018 Current Charges' with an 'AMOUNT DUE' of '\$292.00' and another 'Set up a Payment Plan' button. An arrow points from the 'Set up a Payment Plan' button for the Fall 2018 charges to the '\$1,269.00' amount.

Term	Charges	Amount Due
FALL 2018	Current Charges	\$1,269.00
SUMMER 2018	Current Charges	\$292.00

### [Cancel/Adjust a Payment Plan](#)

If you have questions regarding your agreement, please contact Nelnet Campus Commerce directly or view your agreement online through your Payment Plan Account.

Call Nelnet Campus Commerce (800) 609-8056 to make any changes to your address, phone or banking information.

To access your Payment Plan Account, follow the instructions located on the Confirmation Notification or email.

If you have questions regarding your tuition balance, please visit the [Welcome and One Stop Center](#) or contact [Student Accounting](#).

For questions concerning Financial Aid, please call CLC's [Financial Aid Office](#).