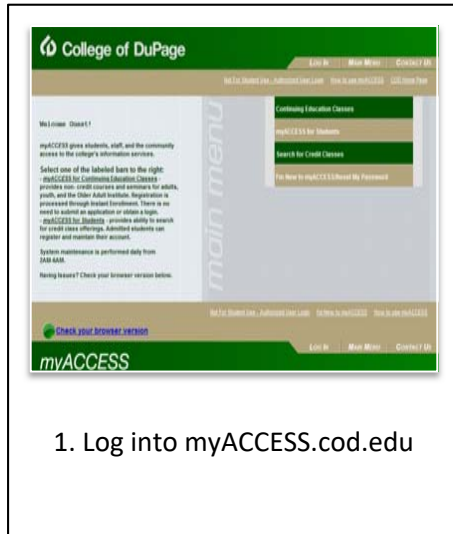


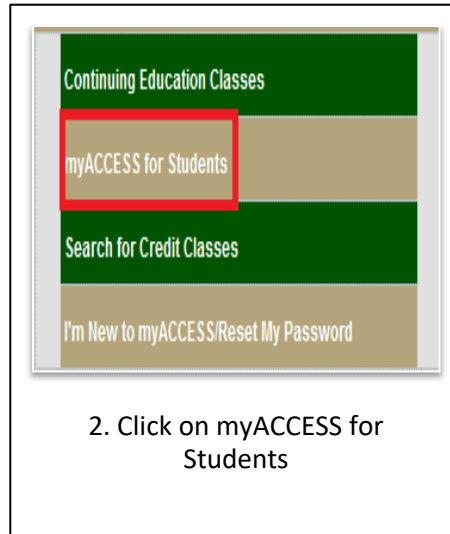
Steps to Enroll in a Payment Plan

College of DuPage payment policy requires students to pay the balance in full at the time of registration. If you are unable to pay your balance in full at the time of registration, you may opt to spread the payments throughout the term by enrolling in a payment plan.

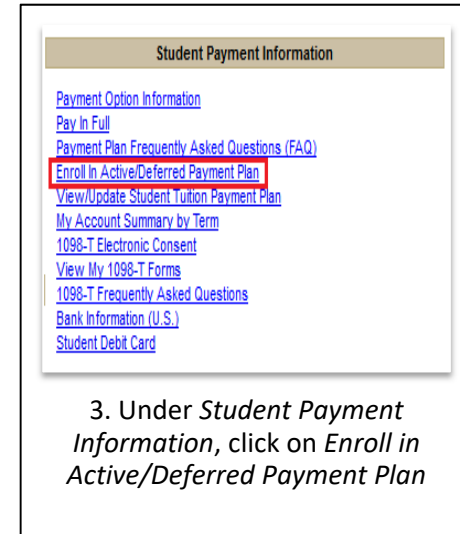
Follow these simple instructions to enroll in a Payment Plan:



1. Log into myACCESS.cod.edu



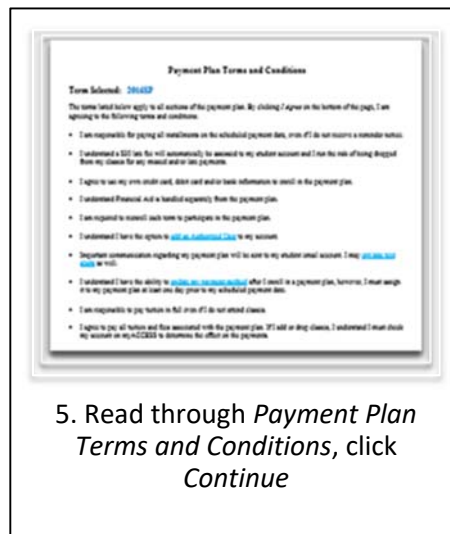
2. Click on myACCESS for Students



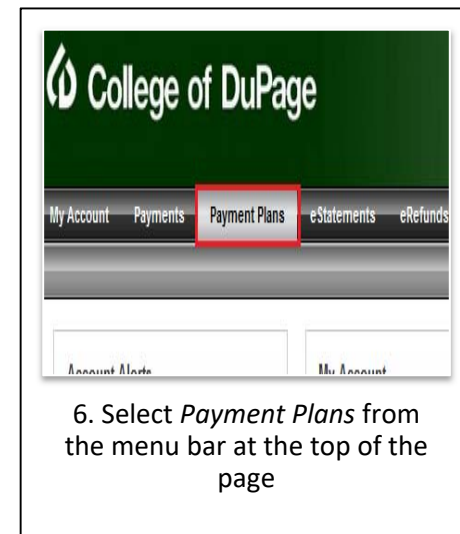
3. Under *Student Payment Information*, click on *Enroll in Active/Deferred Payment Plan*



4. Select a term from the dropdown box, click Continue

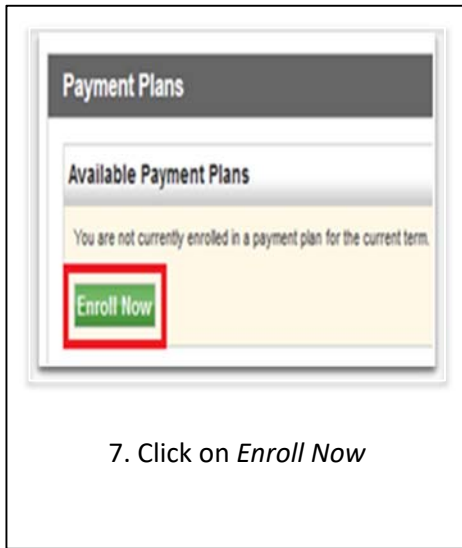


5. Read through *Payment Plan Terms and Conditions*, click *Continue*

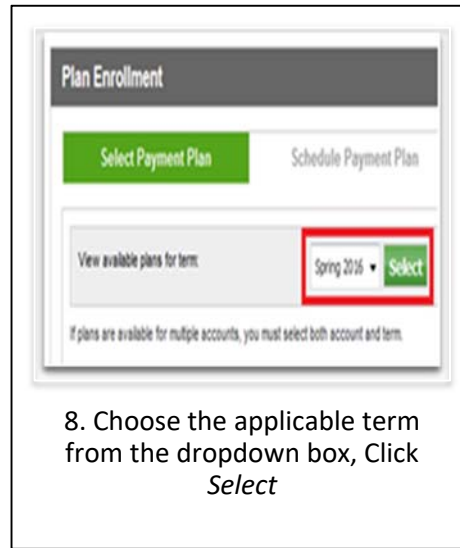


6. Select *Payment Plans* from the menu bar at the top of the page

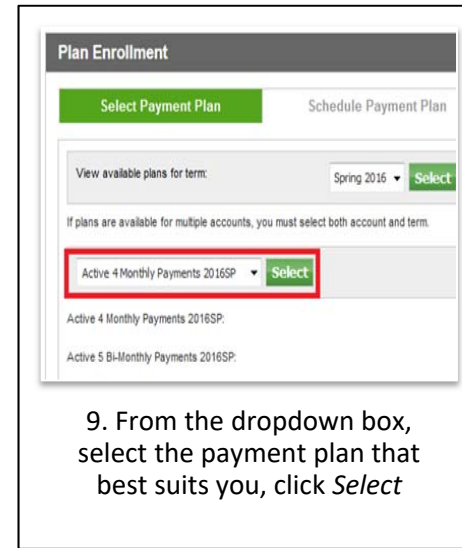
(Continued)



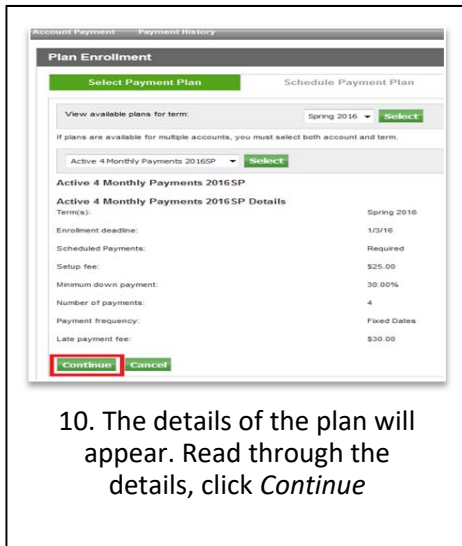
7. Click on *Enroll Now*



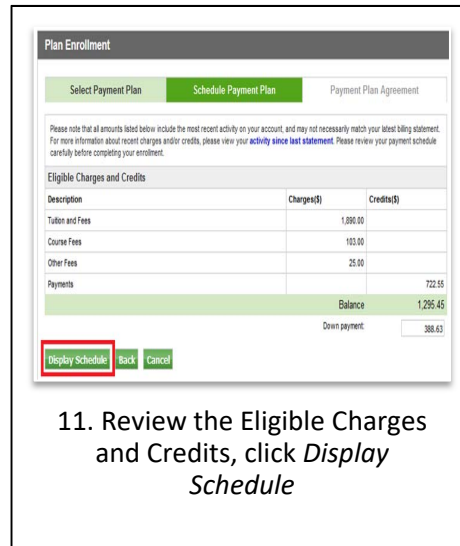
8. Choose the applicable term from the dropdown box, Click *Select*



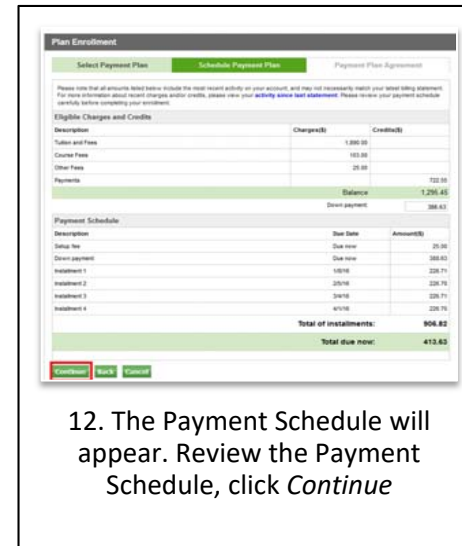
9. From the dropdown box, select the payment plan that best suits you, click *Select*



10. The details of the plan will appear. Read through the details, click *Continue*



11. Review the Eligible Charges and Credits, click *Display Schedule*



12. The Payment Schedule will appear. Review the Payment Schedule, click *Continue*

The screenshot shows the 'Plan Enrollment' page with three tabs: 'Select Payment Plan', 'Schedule Payment Plan', and 'Select Payment Method'. The 'Select Payment Method' tab is active. Below the tabs, there are instructions about scheduled payments. A dropdown menu for 'Payment Method' is highlighted with a red box, showing 'Select Payment Method' as the current selection. Below the dropdown are 'Select', 'Back', and 'Cancel' buttons.

13. From the dropdown box, select your preferred Payment Method, click *Select*

The screenshot shows the 'Plan Enrollment' page with the 'Select Payment Method' dropdown menu highlighted with a red box. The dropdown menu is open, showing 'New Credit or Debit Card' as the selected option. To the right of the dropdown, there are fields for 'Card account number', 'Name on Card', 'Card expiration date', and 'Card verification value'. Below these fields are 'Continue', 'Previous Step', and 'Cancel' buttons.

14. On the right side of the screen, enter your payment information

The screenshot shows the 'Plan Enrollment' page with the 'Continue' button highlighted with a red box. The page displays the payment information entered in the previous step, including the card account number, name on card, expiration date, and verification value. The 'Continue' button is located at the bottom right of the form.

15. After you have reviewed the information to ensure accuracy, click *Continue*

The screenshot shows the 'Plan Enrollment' page with the 'I Agree' checkbox highlighted with a red box. The page displays the payment plan agreement, including the terms and conditions, and the 'Continue' button.

16. Read the payment plan agreement, check the box next to "I Agree", click *Continue*

The screenshot shows the 'Payment Receipt' page. It displays the following information: 'Your new ACH payment method has been saved. Thank you, your payment was processed successfully. Your enrollment in Active 2 Di-Monthly Pymts 2013FA was processed successfully.' Below this, there is a 'Payment Confirmation' section with the following details: Payment Date: Thursday, October 17, 2013; Payment Time: 09:05:06 AM CDT; Name of Payer: College of DuPage; Name on Bank Account: [Redacted]; Bank Account Type: Checking; Account Number: 44444700; Depository: JPMORGAN CHASE BANK, NA 9000 HNO BELLEVILLE, MO 63111; Amount Paid: \$375.10; Student Name: [Redacted]; Confirmation Number: 30. At the bottom, it says 'Please print this page for your records.'

17. You will see your payment receipt. It is recommended that you print the receipt for your records

The screenshot shows the 'Sign In' page for the College of DuPage. It features a green background with the College of DuPage logo. The page prompts the user to 'Type your user name and password.' There are input fields for 'User name' (with the example 'amy@du.edu') and 'Password'. A 'Sign In' button is located below the password field. There are links for 'Password Assistance - Students' and 'COD Staff', and a 'Contact Us' link. At the bottom, there is a note about system maintenance and a copyright notice for Microsoft Corporation.

18. A confirmation email will be sent to your student email account denoting you have successfully enrolled in a Payment Plan