myCLC Payment Options

Online Payments and Payment Plans

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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 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) if you have any problems logging into your account.
3. Click on “Student Center” found on the LAUNCHPAD to the left of the page:

![LAUNCHPAD](image)

4. Click on the **Manage Classes** tile on the Student Homepage:

![Manage Classes](image)
5. Click on **Class Search and Enroll** on the left sidebar:

4. Click on the term you want to enroll in (example: Spring 2019):
5. 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

<table>
<thead>
<tr>
<th>15 Courses with keyword: Biology</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIO 111</strong></td>
</tr>
<tr>
<td>Human Form and Function</td>
</tr>
<tr>
<td>6 Class Options Available</td>
</tr>
<tr>
<td><strong>BIO 120</strong></td>
</tr>
<tr>
<td>Environmental Biology</td>
</tr>
<tr>
<td>16 Class Options Available</td>
</tr>
<tr>
<td><strong>BIO 123</strong></td>
</tr>
<tr>
<td>Principles of Biology</td>
</tr>
<tr>
<td>16 Class Options Available</td>
</tr>
<tr>
<td><strong>BIO 126</strong></td>
</tr>
<tr>
<td>Local Flora</td>
</tr>
<tr>
<td>1 Class Option Available</td>
</tr>
<tr>
<td><strong>BIO 127</strong></td>
</tr>
<tr>
<td>Introduction to Evolution</td>
</tr>
<tr>
<td>3 Class Options Available</td>
</tr>
<tr>
<td><strong>BIO 140</strong></td>
</tr>
<tr>
<td>Environmental Biology without Lab</td>
</tr>
<tr>
<td>3 Class Options Available</td>
</tr>
</tbody>
</table>
6. 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.
7. 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

---

8. Select a section:

**BIO 120**
Environmental Biology

- Add to favorite courses
- Course Information
- Class Selection

Select a class option

<table>
<thead>
<tr>
<th>Option</th>
<th>Status</th>
<th>Session</th>
<th>Class</th>
<th>Meeting Dates</th>
<th>Days and Times</th>
<th>Seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Open</td>
<td>Regular Academic Session</td>
<td>4823</td>
<td>03/05/2019 - 05/15/2019</td>
<td>Multiple meeting schedules</td>
<td>Open Seats 13 of 15</td>
</tr>
<tr>
<td>2</td>
<td>Open</td>
<td>Regular Academic Session</td>
<td>4795</td>
<td>03/05/2019 - 05/16/2019</td>
<td>Multiple meeting schedules</td>
<td>Open Seats 15 of 15</td>
</tr>
</tbody>
</table>

---

9. Review the class selection and click Next in the top right corner of the screen.
10. 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. Review Class Selection
   Complete

2. Enroll or Add to Cart
   Visited

3. Review and Submit
   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

---

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

12. Click “Yes” to continue.

13. 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.**

   ![OK]


- [ ] 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.

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

17. New accounts will have to setup a new profile. For New Account profile setup, see page 26 Setup Profile.

18. 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.

Make a Payment

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

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.

3. Once you have entered the payment amount, click on Next - Payment Method to continue.
4. Select Payment Method:
5. Populate Credit Card information

All fields are required

Card Number

![Visa, MasterCard, Discover icons]

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:

6. Click on to Authorize payment.

7. Click on the Pay Now button: to Finalize payment.

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

Your payment for $292.00 has been authorized and submitted.

A transaction receipt was sent to TestAccount1@factsmgt.com
Setup a Payment Plan

1. Click on Set up a Payment Plan

![Payment Plan & Billing](image)

2. Click on “Begin”:

![College of Lake County](image)

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

![Progress Tracker](image)

4. Verify your Contact Information. You will have the ability to Edit the details if something needs to be updated:
5. Click on **Next** to continue if the contact information is accurate.

6. Verify the Amount Due:

   ![Amount Due](image)

   Click on **Next** to continue.

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

   ![Payment Plan Options](image)

8. Select a Payment Method and click on **Next** 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](image)
9. A popup box will appear informing you of the non-refundable fee. Click **OK** to continue.

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

11. Add Bank Account Information:

   Click on **Save** 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* Test Student
Card Number* 543111111111111
Card Brand* MasterCard
Expiration Date* 05 / 2025
Security Code (CVV)* 998

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

Country* United States
Address Line 1* 19351 W Washington St.
Address Line 2 Apartment, Suite, Unit, Building, Floor, etc.
City* Grayslake
State* Illinois
ZIP/Postal Code* 60030

Click on Save to continue.
12. Review Payment Details and click on [Next] to continue:

Payment Details

Please enter your primary financial account for payments

| Pay using | MasterCard - 1111 | Card transactions for College of Lake County are processed by Neinet Campus Commerce, USA. |

**Amount Due Today**

<table>
<thead>
<tr>
<th>Pay using</th>
<th>MasterCard - 1111 (Change)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment Fee</td>
<td>View Details</td>
</tr>
</tbody>
</table>

**Remaining Amount**

| Total Amount Remaining for Payment Plan | $1,265.00 |

13. Select a Payment Schedule from the drop down.

**Payment Schedule**

What day do you want the future scheduled payments to be on?* 5th

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

**Future Payment Schedule**

<table>
<thead>
<tr>
<th>Payment Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, November 5, 2018</td>
<td>Payment</td>
<td>211.50</td>
</tr>
<tr>
<td>Wednesday, December 5, 2018</td>
<td>Payment</td>
<td>211.50</td>
</tr>
<tr>
<td>Monday, January 7, 2019</td>
<td>Payment</td>
<td>211.50</td>
</tr>
<tr>
<td>Tuesday, February 5, 2019</td>
<td>Payment</td>
<td>211.50</td>
</tr>
<tr>
<td>Tuesday, March 5, 2019</td>
<td>Payment</td>
<td>211.50</td>
</tr>
<tr>
<td>Friday, April 5, 2019</td>
<td>Payment</td>
<td>211.50</td>
</tr>
</tbody>
</table>
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.

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

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

**Thank You**

- 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?](#)

<table>
<thead>
<tr>
<th>Amount Paid Today</th>
<th>Agreement Number</th>
<th>Done</th>
<th>Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>$25.00 MasterCard - 1111</td>
<td>101 090 374</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remaining Amount</td>
<td>$1,269.00 MasterCard - 1111</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 non-refundable fee.

There will be service indicators for each term you are eligible for the deferred payment plan. You can view these service indicators on the “Tasks” tile found 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
1. To enroll in a payment plan, click on the “Student Financials” tile:

![Student Financials](image1)

2. Click on the “Payment Options” button

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.

17. New accounts will have to setup a new profile. For New Account profile setup, see page 26 Setup Profile.

18. Click on “Set up a Payment Plan.”

![Set up a Payment Plan](image2)

19. Click on “Begin”:

![Begin Button](image3)
20. A “Progress Tracker” will appear at the top of the page to help visualize where you are in the process:

![Progress Tracker Image]

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:

![Amount Due Image]

Click on **Next** to continue.

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

![Deferred Monthly Payments Image]

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

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

28. Add Bank Account Information:

Click on Save to continue.

Or Add Credit Card Information:
Click on **Save** to continue.

29. Review Payment Details and click on **Next** to continue:
30. Select a Payment Schedule from the drop down.

*Scheduled payments for the Deferred Plan will occur on the 14th of each month.

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

Click on **Next** 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.
33. Final Step: Review Agreement Number and Return to homepage.

34. Click on **Done** to return to Homepage.
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.
3. 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.

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.


2. Enter First and Last Name of the Authorized User

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.
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

6. Review the Terms and Conditions and save 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 Lischak, agree to the terms and conditions.
Setup ACH/Direct Deposit Refunds

CLC provides students with the ability to setup ACH Refunds.

1. Click on the Student Financial tile found on your Student Homepage

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

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

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 **Next** on to continue.

### Enroll in Refunds

**Step 1 of 2: Profile Information**

**Welcome, Thomas Testa.**

**Student Information**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Thomas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Testa</td>
</tr>
<tr>
<td>ID</td>
<td>0565640</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:TestAccount1@factsmct.com">TestAccount1@factsmct.com</a></td>
</tr>
</tbody>
</table>

**Mailing Address**

The school has chosen to provide the address.

**Secondary Email**

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
</table>

7. Select the option “Bank Account”

8. Selecting “Bank Account” will expand the page so that you can populate Banking details. Fill out the form and **Save**.
9. 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.
Accessing Payment Page to Update Account Details

10. 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.

11. Enter your Username and Password. Contact the Help Desk (847-543-HELP or helpdesk@clcillinois.edu) if you have any problems logging into your account.
12. Click on “Student Center” found on the LAUNCHPAD to the left of the page:

13. Click on the “Student Financials” tile:
14. If you have no outstanding charges, you will see a “Setup Direct Deposit” button. Click on this button to continue.

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

16. 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.

17. 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.
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.