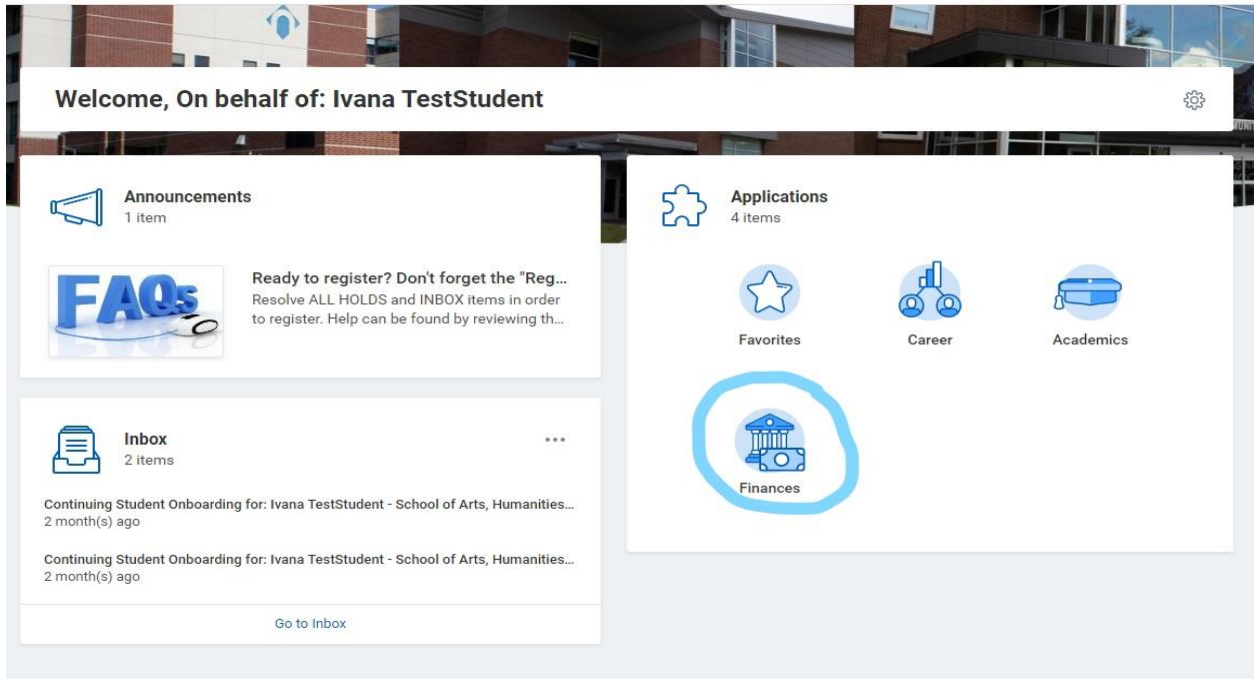
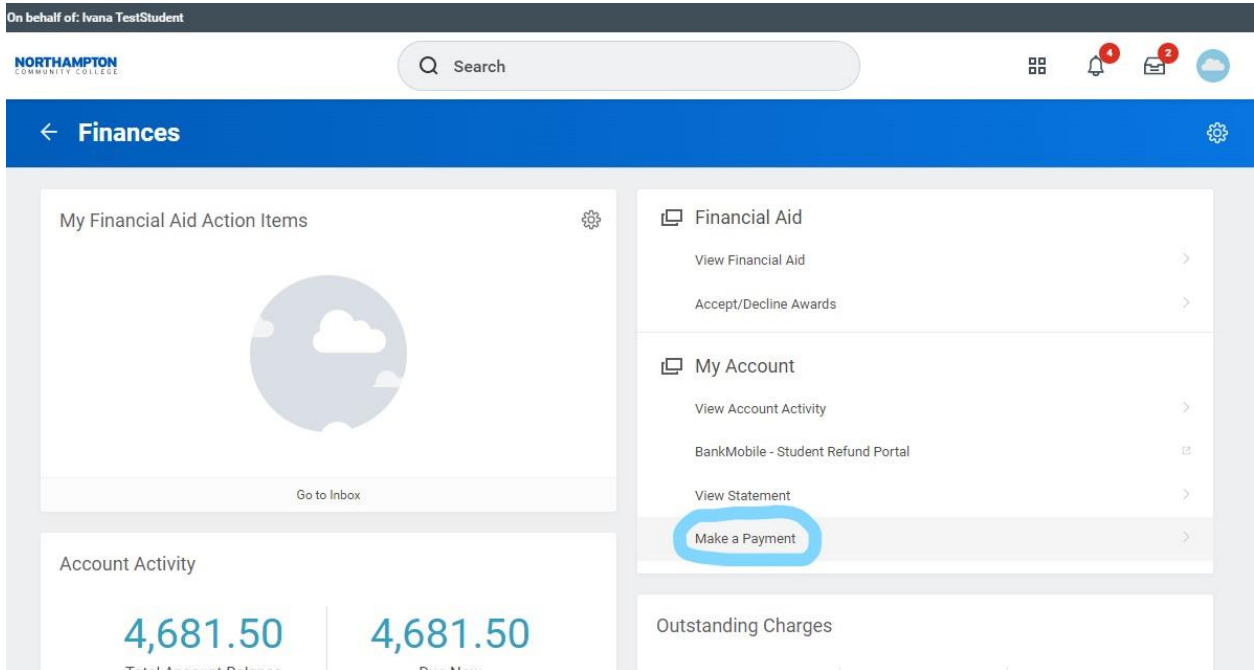


Enrolling In the Payment Plan

Step 1: Log into workday and click on "Finances"

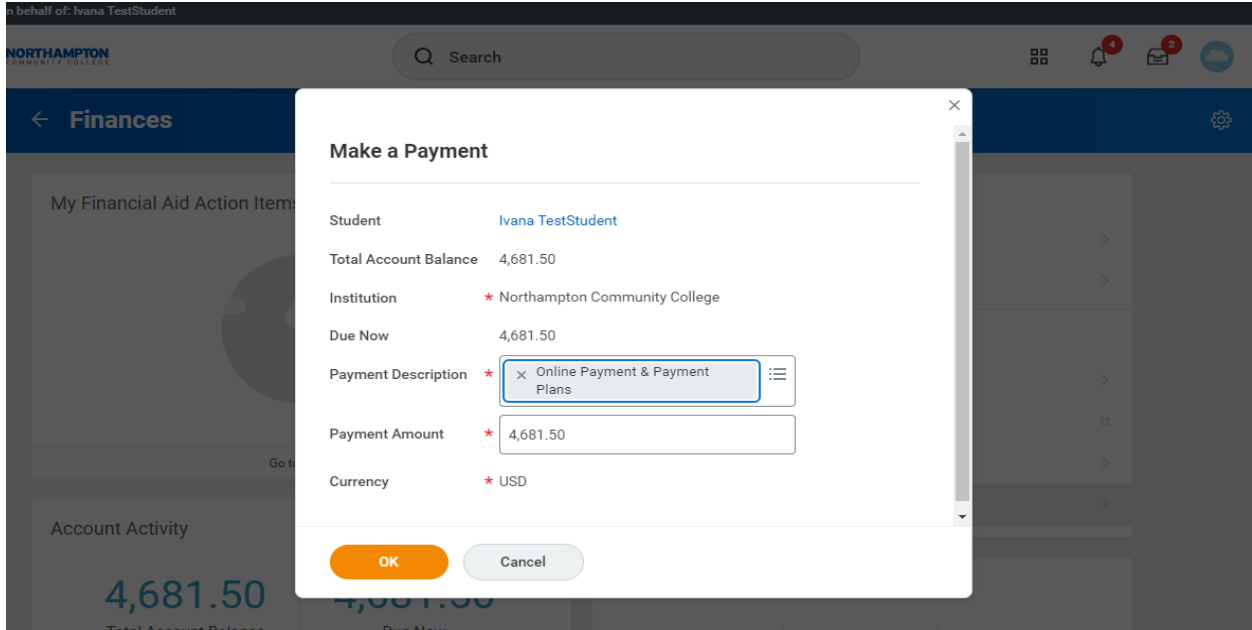


Step 2: Select "make a payment"

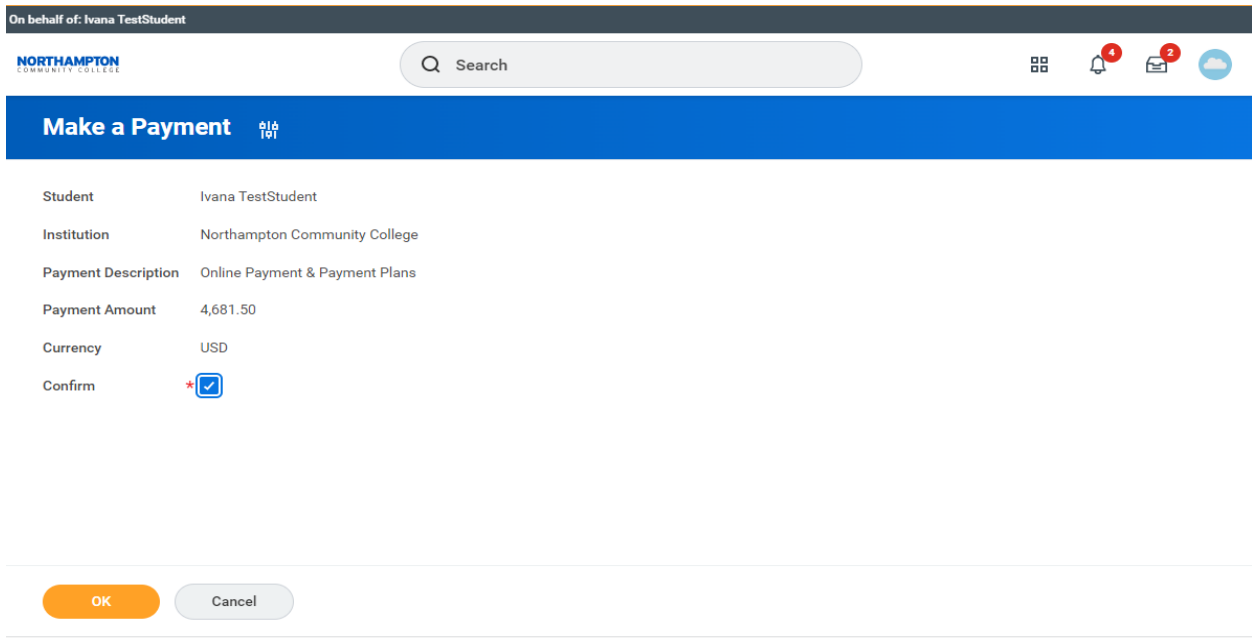


Step 3: Enter “online payment and payment plan” as payment description, and enter payment amount.

Note: you are not actually making your payment here- this screen is just to confirm your total balance



Step 4: You must check the box that says “confirm” and click “okay” again.



Step 5: When you get to this screen, scroll down until you see “view payment plan options”- click on “view payment plan options”

The screenshot shows the 'Overview' page for a student account. The browser address bar displays 'commerce.cashnet.com/cashnet/static/epayment/NORTHAMPTONPAY/overview'. The page features a dark sidebar with navigation options: My Account, Overview (selected), Payment Plans, Make a Payment, Transactions, Help, and Sign Out. The main content area includes the Northampton Community College logo, the student's name 'Ivana TestStudent', and their balance of \$4,681.50. A 'Summary' table lists charges for Fall 2021 (\$2,944.50) and Spring 2022 (\$1,737.00), with a total balance of \$4,681.50. Below the summary, there is a 'Payment plans' section with a 'View' link. A 'Make a payment' button is located at the bottom right.

Term	Amount
Fall 2021	\$2,944.50
Spring 2022	\$1,737.00
Balance	\$4,681.50
<i>Minimum due</i>	<i>\$4,681.50</i>

This screenshot shows the same 'Overview' page, but scrolled down to the 'Payment plans' section. The balance information is repeated at the top right. The 'Payment plans' section features a central graphic of a green bill and a message: 'Need to enroll in a payment plan? Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.' A button labeled 'View payment plan options' is highlighted with a blue circle. A 'Make a payment' button is visible at the bottom right.

Step 6: A window should pop up on the right side of your screen. It will show your breakdown of payments that will be due upon enrollment and during the following months.

Overview
Payment Plans

2022 Spring
Spring 2022

\$1,737
Amount you can enroll in plan

5 payments | \$35 enrollment fee

Payment Schedule

1	\$347.40 Payment due at time of enrollment
---	-----------------------------------------------

Cancel Enroll in plan

If you scroll down in the window you can see your total balance broken down into 5 payments and captions that say when each payment will be due.

Overview
Payment Plans

Payment Schedule

1	\$347.40 Payment due at time of enrollment
2	\$347.40 Payment due at time of enrollment
3	\$347.40 Payment due 2/1/22
4	\$347.40 Payment due 3/1/22
5	\$347.40 Payment due 4/1/22

Auto pay available: If you set up auto pay, all scheduled payments will occur on the payment plan due dates.

Cancel Enroll in plan

Step 7: If you decide you would like to enroll in the payment plan, click “enroll in plan” and sign the terms/conditions by checking the box at the bottom and entering your student ID as your e-signature.

7. Termination of Payment plan:
Participation in the payment plan is entirely voluntary. At any time prior to the date that your final payment is due, you may terminate your payment plan, without any explanation. However, if you do so, the balance on your student account which will be due immediately.

8. Rights to Northampton Community College under default or Ineligibility: Northampton Community College reserves the right to terminate the payment plan in the event of default or ineligibility. Upon termination of the payment plan, any balance on the student account will be payable according to Northampton Community College billing due dates and will be payable immediately.

I have read the Terms and Conditions of this agreement and I authorize Northampton Community College and their respective agents to contact me regarding my student account and any other financial obligation to Northampton Community College at the current or any future number that I provide for my cellular or other wireless device using automated telephone dialing equipment, artificial, or pre-recorded voice or text messages.

As a student enrolled in classes at Northampton Community College, I agree to assume full financial responsibility for all charges incurred on my student account whether I attend the classes or not. I further understand that my failure to be fiscally responsible may result in service holds, late fees, collection actions by Northampton Community College or other third-party agency, unfavorable credit bureau filing and/or litigation and I will assume all costs associated with such actions.

I agree to the Terms & Conditions

* Please enter your numeric NCC Student ID as your eSignature.

Minimum 2 digits | Maximum 15 digits

Cancel Continue

Next you will enter your information (such as your name, email address, and credit card information) to complete the process of enrolling in the payment plan. When you enroll, you will be prompted to make a down payment and pay the \$35 enrollment fee up front.