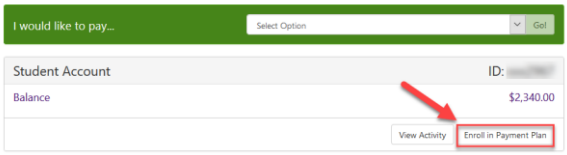
Columbia College
established 1851

Enrollment Service Center
Tel. (573) 875-7252 | **www.ccis.edu/esc**

ePayments:
Enrolling in Payment Plans Quick Reference Guide

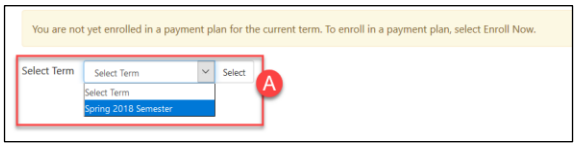
Accessing Payment Plans

In the ePayments click **Enroll In Payment Plan**.

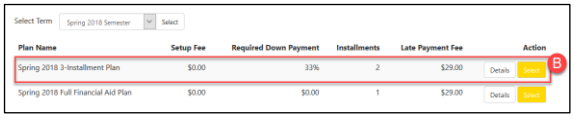


Enrolling in Plan

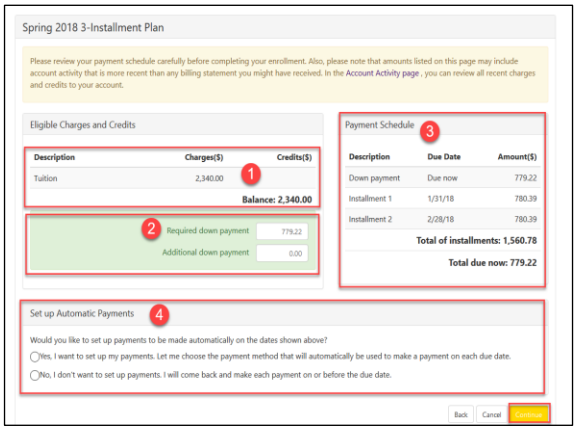
(A) Choose term from the drop down menu.



(B) Choose the payment plan to enroll in.



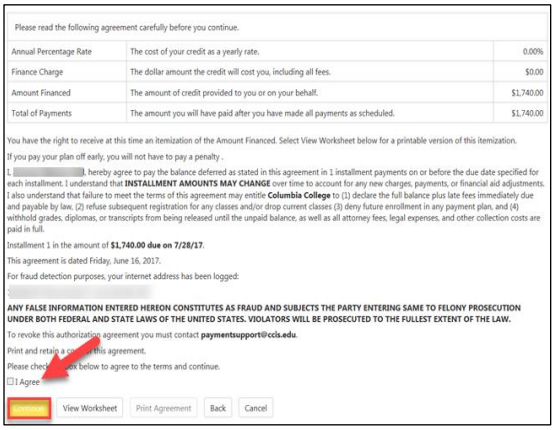
The Payment Plan screen will show (1) tuition charges & fees, (2) the down payment amount required, and (3) the Payment Schedule. The next section, (4) will allow you to choose to set up scheduled payments, or come back to make each payment. Click **Continue** to the next step.



Enrolling in Plan, con't

On the next screen you will set up a saved payment method. Refer to *How to Make a Payment* on how to make payments to the account. Please note: Students who are fully funded by federal financial aid will skip this step.

Finally, the student will need to agree to the terms and conditions fo the Payment Agreement; the student must click, **I agree**, then **Continue**. This applies to all payment plans.



Confirmation of the payment plan will appear on the next screen and will also be emailed to the student's CougarMail.