## How to Sign up for a Payment Plan in Colleague Self-Service

1. Once you have signed into Colleague Self-Service, you will go to 'Student Finance.'

	Ø ellucian.	<b>A</b> test-user2	C→ Sign out	⑦ Help					
A	Hello, Welcome to Colleague Self-Service! Choose a category to get started.								
(j)	• Student Finance Here you can view your latest statement and make a payment online.	Financial Aid Here you can access financial aid data, forms, etc.							
٩	Btudent Planning Here you can search for courses, plan your terms, and schedule & register your course sections.	E Course Catalog Here you can view and search the course catalog.							
	Grades Here you can view your grades by term.	Graduation Overview Here you can view and submit a graduation application.							
	Binter Section	Academic Attendance Here you can view your attendances by term.							
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2. On the right-hand side there will be the 'Sign up for a Payment Plan' option.

	COLUE			
<b>^</b>	Financial Information + Student Finance + Account Summary			
<u>_</u>	Account Summary View a summary of your account			
<u>()</u> \$	Account Overview			Helpful Links
	Amount Overdue	\$0.00		How to Pay
Č				Estimated Cost of Attending
8	Total Amount Due	\$0.00	<u>Make a Payment</u>	1098-T Sign Up For a Payment Plan
3	Total Account Balance	\$0.00	Account Activity	Rouse public is a subscient

3. You will be directed to payplan.acipayonline.com with an option to enroll in a plan.



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- 4. Use the drop-down menus so that your fields look like the image below.

	PA	MEN PAY	TS, IN ment p	IC.ª					
Home	Quick Links	Help							
My Account		Enroll in a	Plan						
Log In Log in for expedited access to our enhanced payment services.		Select F	Plan State, Payment Er	Enter Information	w. Click tl	Accept Terms	o continue	Make Payment with the plan enrollmer	nt process.
E-mail Address Password Logi Sign Up   Forgo	n t Password?	State: Payment Entity: Plan Group:	Illinc Ren Tuiti	is I Lake College on and Fees	Conti	▼ ▼ ■			

5. Enter your ID number and last name. ID#'s are 7 digits long. This is also your Warrior Tag number **minus** the first **2** digits. For example, WT:800491234 would be ID: 0491234.

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PAYMENT PLAN					
Home	Quick Links	Help			
My Account		Enroll in a	Plan		
Log In Log in for expedited access to our enhanced payment services.		Select I To search for ava	Plan Enter Information Accept Terms Make Payment allable plans, please input the information below and click the "Continue" button to perform the search.		
E-mail Address		Student Inform	nation		
		Student ID:	0491234		
Logi	n	Last Name:	Doe		
Sign Up   Forgo	t Password?		Radk d		