## Enroll in a Deferred Payment Plan

1. Go to **www.nmc.edu.**

2. Click on **MyNMC** and log in.

3. On the student home page, click on the **Self-Service Menu**, located next to NMC Self-Service heading.

4. Select the option for **Student Billing**.

5. Click the **Payment Plan Options** and then **Enroll in a Deferred Payment Plan.**

6. Select current **Semester** and click **Submit.**

7. Check the payment plan amounts and due dates.

8. Read *Agreement Information* and print for your records.

9. At the bottom of the page, click **Accept.** This will take you to the *Payment Plan Summary* page.

10. Click **Make a Payment.**

11. Enter your **NMC ID** and **Password** and click Login.

12. At the top of the page, click the **Payments** tab or click the green *Payments* button.

13. Enter payment amount and click *Continue*.

14. Select **Payment Method** and click *Continue*.

15. Check that amount and payment method shown are correct and click **Submit Payment**.

## Enroll in a Consortium Payment Plan for GLMA & FSU Consortium Students

1. Go to **www.nmc.edu.**

2. Click on **MyNMC** and log in.

3. On the student home page, click on the **Self-Service Menu,** located next to NMC Self-Service heading.

4. Select the option for **Student Billing**.

5. Click the Payment Plans option and then **Enroll in a Deferred Payment Plan for *MARITIME and Ferris consortium students only***

6. Select current **Semester** and click **Submit**.

7. Review the payment plan amount and make note of the due date.

8. Read *Agreement Information* and print for your records.

9. At the bottom of the page, click **Accept.** This will take you to the *Payment Plan Summary* page.

10. Review information and print a copy for your records.

11. Remember to pay your balance by the deferred due date.

NMC SELF–SERVICE

Northwestern Michigan College

# Student Account Balances, Payments, & Refunds

**Student Financial Services**
1701 E. Front Street
Traverse City, MI 49686

231.995.1035   Office
231.995.1937   Fax
sfs@nmc.edu   Email
www.nmc.edu Website

## View Account Balances & Make an Online Payment

1. Go to **www.nmc.edu**.

2. Click on **MyNMC** and log in.

3. On the student home page, click on the **Self-Service Menu**, located next to NMC Self-Service heading.

4. Select the option for **Student Billing**.

5. Click **View Account Summary for Semester.**

6. Select **Semester** and **Submit.**

7. To view a different semester, click on **Select another Semester** at the bottom of the page.

8. Click **Make a Payment.**

9. Enter your **NMC ID** and **Password**. and click **Login.**

10. At the top of the page, click the **Payments** tab or click the green Payments button.

11. Enter payment amount and click *Continue*.

12. Select **Payment Method** and click *Continue.*

13. Check that amount and payment method shown are correct and click **Submit Payment.**

## Enroll in Direct Deposit for Refunds

1. Go to **www.nmc.edu**.

2. Click on **MyNMC** and log in.

3. On the student home page, click on the **Self-Service Menu**, located next to NMC Self-Service heading.

4. Select the option for **Student Billing**.

5. Click on **Student Account Center.**

6. Enter your **NMC ID** and **Password.** and click **Login.**

7. At the top of the page, click the **Refunds** tab.

8. Set up two-step verification as prompted. Then click the **Refunds** tab again.

9. Click **Set Up Account** and enter account and billing information.

10. Check the **I Agree** check box then *Continue*.

NOTE: you can change or delete your banking information from your Payment Profile. Under Action, click on the pencil icon to edit  or the red X to delete.

## Authorize Users to make Payments

1. Go to **www.nmc.edu**.

2. Click on **MyNMC** and log in.

3. On the student home page, click on the **Self-Service Menu**, located next to NMC Self-Service heading.

4. Select the option for **Student Billing**.

5. Click on **Student Account Center**.

6. Enter your **NMC ID** and **Password**. and click **Login**.

7. On the right side of the screen, under **My Profile Setup**, select the option for **Authorized Users**.

8. Click **Add Authorized User**.

9. Add the Authorized User's email address and answer access questions as prompted, then click *Continue.*

10. Read through the terms and conditions, and if you would like to proceed, Check the **I Agree box,** then click *Continue*.

11. An email will be sent to the authorized user with instructions and a link to login.

NOTE:  You can also edit & delete users under the authorized users tab.