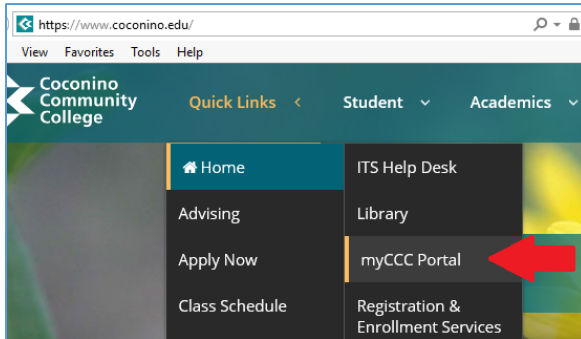


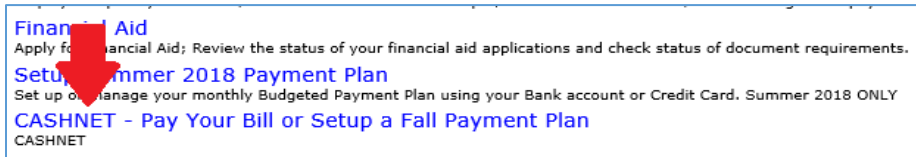
## How to Make a One-Time Payment using CCC's New Payment Center CASHNET

03/30/2018

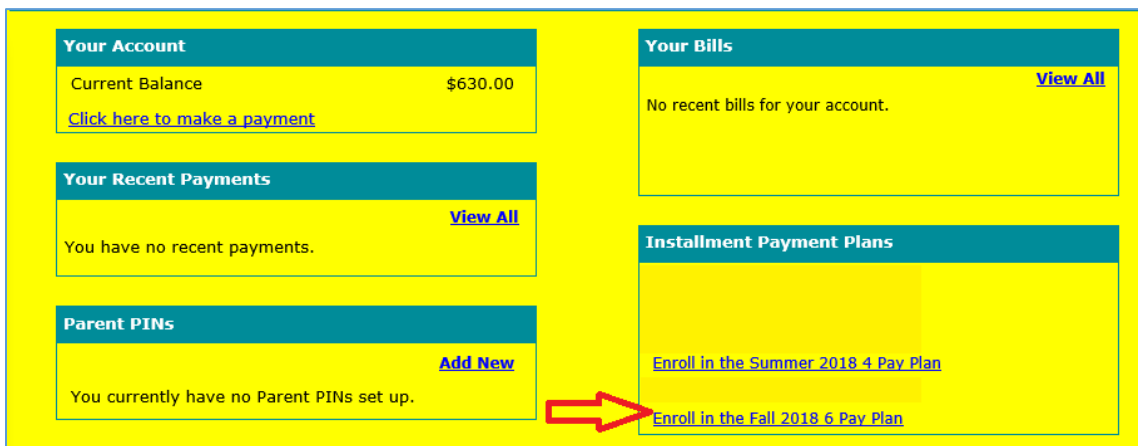
1. **Login to the myCCC Portal** by accessing the **Student** section of the **CCC website** [www.coconino.edu] and **selecting myCCC Portal** from the menu. **Login** using your **comet id** and **password**.



2. This will take you into Banner Self Service.
3. Under the **Student Services** section select the **“Setup Fall Payment Plan or Make Payment – CASHNET”** link.



4. That link will take you into the payment center main page. From here you will see our current Payment Plan options under **Installment Payment Plans**. Make sure you choose the Payment Plan for the correct term.



5. Review your balance for the term.

**Fall 2018 6 pay Plan**

The total budget amount for this installment plan is **\$630.00**.

This amount is based on charges and credits provided by your school.

**Charges:**

Student Account Balance	\$630.00
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**Total Budget Amount: \$630.00**

There is an Enrollment Fee of \$35.00 to participate in this plan. This fee covers your school's administrative costs associated with the plan, and is in addition to the total budget amount.

A down payment of \$63.00 must also be paid to enroll in the plan. This will be deducted from the total budget amount of the plan.

6. Review the Payment Information.

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	AMOUNT FINANCED	TOTAL PAYMENTS	TOTAL SALES PRICE
THE COST OF YOUR CREDIT AS A YEARLY RATE.	THE DOLLAR AMOUNT THE CREDIT WILL COST YOU.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.	The total cost of your purchase on credit including your down payment of:
<b>16.81%</b>	<b>\$35.00</b>	\$630.00	\$665.00	\$63.00
				\$665.00

Your payment schedule will be:

Number of Payments	Amount of Payments	When Payments Are Due
1	\$94.50	05/20/2018
1	\$94.50	06/20/2018
1	\$94.50	07/20/2018
1	\$94.50	08/20/2018
1	\$94.50	09/20/2018
1	\$94.50	10/20/2018

Late Charge: If a payment is more than 15 days late, you will be assessed a 10.00 late payment fee.

Please refer to the terms and conditions for any additional information about late fees and other fees, non-payment, default, and right to accelerate.

7. Review the Terms and Conditions. If you agree check the "I agree to the terms and conditions." check box and hit the "Accept" button.

**Terms and Conditions**

Please read below and indicate your agreement to be bound by these terms and conditions by checking the checkbox below.

Tuition Payment Plan Terms and Conditions  
 The following disclosures, in addition to the details and disclosures provided above, are made to you pursuant to the Truth in Lending Act.  
 1. Any student attending Coconino Community College is eligible to participate in this tuition

\* I agree to the terms and conditions.

[View Agreement](#)

8. Enter your **Date of Birth** and **Phone Number**. Then hit the **“Continue”** button. This information is used to confirm your identity if you call the CASHNet support line.
9. Next **select a payment method** to pay for your enrollment fee and down payment.  
*\*Please note, all credit card transactions are subject to a 2.75% service fee. This fee is non-refundable. It is recommended to use the Electronic Check option to avoid this fee.*  
**Hit the “Continue”** button.

**Fall 2018 6 pay Plan**

The following items must be paid now to enroll in the Fall 2018 6 pay Plan:

Enrollment Fee	\$35.00
Down payment	\$63.00
<b>Total</b>	<b>\$98.00</b>

Which payment method would you like to use to pay this?

**New Payment Methods**

- Credit/Debit Card - Service Fee of 2.75% on domestic cards/4.25% on international cards.
- Electronic Check - No Service Fee on ACH eCheck
- I do not want to pay the fee; please cancel my enrollment in the plan.

Cancel
Continue

10. Enter your **credit card information**.  
*\*If you want to save this information for ease of use when making future payments, then enter a name for the credit card in the text box located in the bottom left-hand corner of this page.*  
**Hit the “Continue”** button.

**Fall 2018 6 pay Plan**

Cardholder Name

Credit Card Number

Expiration Month

Expiration Year

Address

City

State/Province/Region

Zip/Postal Code

Country

Email Address



We accept:

\* Enter the address where you receive the bill for this card.

(Optional) Please provide a name for this payment method to be saved for future use:

ex: 'MyCreditCard'

Cancel
Continue

11. Review the Service Fee total for this transaction. If you still wish to proceed **check** the “**I acknowledge that I have read...**” check box. Then **hit** the “**Continue**” button.

Fall 2018 6 pay Plan

This site is owned and operated by Higher One, Inc.

If you choose to make a payment by using CASHNet® SMARTPAY, you will be charged a service charge of \$1.73.

This charge is assessed by Higher One, Inc. Service charges are included in your transaction and are paid directly to Higher One, Inc. Service Charges are non-refundable.

\* I acknowledge that I have read and accept the [terms and conditions](#) of the Higher One, Inc. User Agreement and I understand that my transaction includes a non-refundable service charge of \$1.73 for the use of CASHNet® SmartPay.

12. Next review your information and if there are no changes **hit** the “**Submit Payment**” button.

13. **Almost done!** In order to **sign up** for **Automatic Payments** select a **payment method** and **hit** the “**Continue**” button.

*\*When connecting an electronic check or credit for automatic payments the system will automatically charge your credit card or pull the amount from your bank account on the scheduled due date. This will ensure you do not miss any payments and avoid any chance of being dropped from your classes for nonpayment.*

You are now enrolled in the Fall 2018 6 pay Plan. Your first installment of \$94.50 will be due on 5/20/2018. Your payment for the Enrollment Fee has been accepted. Your receipt number for this is 91 and the amount paid is \$35.00.

Your payment for the down payment has been accepted. Your receipt number for this is 90 and the amount paid is \$63.00.

You have been charged a service fee of \$1.73.

A receipt has been emailed to tina.lanuto@COCONINO.EDU.

You will be notified when each installment is billed by an email sent to Bobby.Sedillo@COCONINO.EDU.

**With this plan you have the ability to set up automatic payments to ensure that you don't miss out on any due dates! Automatic Payments is Highly Recommended to avoid missed payments and dropped classes!**

**Saved Payment Methods- Service Fee of 2.75% on domestic cards/4.25% on international cards.**

- Yes, savedCreditCard1 (Visa ending in 1111)

**New Payment Methods**

- Yes, use the same payment information and email address I entered for the Enrollment Fee.
- Yes, credit/Debit Card - Service Fee of 2.75% on domestic cards/4.25% on international cards.
- Yes, electronic Check - No Service Fee on ACH eCheck
- No, I do not want to automatically pay.



14. Review the scheduled payment dates and hit the "Submit" the button.

**Fall 2018 6 pay Plan**  
Please review the information below. To complete your enrollment in the automatic payment plan, click on 'Submit' below.

Automatic Payment Date	Amount	Service Charge	Total
05/20/2018	\$94.50	\$2.60	\$97.10
06/20/2018	\$94.50	\$2.60	\$97.10
07/20/2018	\$94.50	\$2.60	\$97.10
08/20/2018	\$94.50	\$2.60	\$97.10
09/20/2018	\$94.50	\$2.60	\$97.10
10/20/2018	\$94.50	\$2.60	\$97.10

Cardholder Name: Tina Turner  
Credit Card Number: XXXXXXXXXXXX1111  
Expiration Date: 0518  
Address: 100 Silver Way  
City: Flagstaff  
State/Province/Region: AZ  
Zip/Postal Code: 86004  
Country: United States  
Email Address: tina.lanuto@COCONINO.EDU

15. Please note you can call **CASHNet support** at any time for all website issues. There is also a "help" link located within the top menu bar. **CASHNET SUPPORT: 877-821-0625**

