

Payment Plan: Online Enrollment



Step 1: Accessing the Enrollment Site

The screenshot shows the 'Sample School' enrollment website. At the top left, the text 'Sample School' is displayed in white on a dark blue background. Below this, a 'Welcome' section features a stack of books with a graduation cap and a rolled-up diploma. To the right, there is a login section titled 'Already have an account?' with fields for 'Username' and 'Password', and buttons for 'Reset Password', 'Register', and 'Login'. Below the login section is a 'Need Help?' section with a phone icon, the number '800-722-4867', an email link 'service@afford.com', and operating hours: 'Monday - Friday 8:00am - 10:00pm (ET)', 'Saturday 9:00am - 3:00pm (ET)'. At the bottom, there is a 'Payment Plans' section with a calculator icon, a 'Learn More' link, and a form to 'Enroll in a New Payment Plan' with dropdown menus for 'Academic Year' and 'This payment plan applies toward', and an 'Enroll' button. To the right of the payment plan form is a 'Re-Enroll' section with the text 'Please log into your account and start the re-enrollment process.'

Students who would like to re-enroll can do so by entering their username and password here

Note: Easy access to help link for assistance with sign on, paying the bill, and affordability options

New users will click here.

Step 2: Select the Payment Plan

Sample School Admin Log

Welcome

Paying for your education is made easy for Web Demo School students and families through the products and services listed below.

Payment Plans [Learn More](#)

Payment plans are the sensible approach to paying education expenses. They allow for smaller, affordable payments instead of paying your balance in one large lump sum.

Enroll in a New Payment Plan

2012 - 2013

This payment plan applies toward

- Web Demo School - Annual Billing **Enroll**
- Web Demo School - Semester Billing

Re-Enroll

Please complete the re-enrollment process.

Already have an account

Username

Password

[Reset Password](#) [Register](#) **Login**

Need Help?
800-722-4867
service@afford.com
Monday - Friday
8:00am - 10:00pm
Saturday
9:00am - 3:00pm

User selects the appropriate plans from the available options

Step 3: Choose your Academic Term

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STEP 2: Choose Your Academic Term

Web Demo School - Semester Billing

I need a payment plan for:
Fall / Spring ▾

Select one:
In State ▾

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User selects appropriate terms and options from the drop down selections. This allows the system to show the available payment plan options offered by the school.

Step 4: Enter Amount Owed

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The Amount You Owe Your School

Step 4 - Semester Billing

<input type="text" value="\$ 0.00"/>	Term 1
<input type="text" value="\$ 0.00"/>	Term 2
<input type="text" value="\$ 0.00"/>	Total

Totals may include tuition, room, board, and other fees. Remember to deduct any loans, grants, or scholarships.

Need help? Use the **Budget and Estimating Cost Sheet** that includes estimated costs provided by your school.

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Enter the amount owed to the school for each term selected.

Clicking here on the "Budget and Estimating Cost Sheet" will help the user calculate the amount owed to the school. (See next slide for details)

Optional Step: Using the "Budget and Estimating Cost Sheet"

COSTS		TOTALS	
These costs are provided by your school. Select those that apply to you.		Expense Summary:	
TERM 1:		Term 1	\$ 0.00
Tuition		Term 2	\$ 0.00
<input type="radio"/> \$14500.00 - Full-Time Tuition		Total Expenses:	\$ 0.00
<input type="radio"/> Part-Time Tuition - Per Credit Hour	\$525.00 x <input type="text"/> credits	Deduction Summary:	
Room		Term 1	\$ 0.00
<input type="radio"/> \$3500.00 - Double Room		Term 2	\$ 0.00
<input type="radio"/> \$5200.00 - Single Room		Total Deductions:	\$ 0.00
Board		Budget Summary:	
<input type="radio"/> \$1200.00 - 10 Meals Per Week		Term 1	\$ 0.00
<input type="radio"/> \$1450.00 - 15 Meals Per Week		Term 2	\$ 0.00
<input type="radio"/> \$2000.00 - 21 Meals Per Week		Total Budget:	\$ 0.00
Other Fees		BACK CLEAR CONTINUE	
<input type="checkbox"/> \$250.00 - Lab Fees			
Additional Expenses			
	\$ 0.00		
Deductions			
Loans (Received or Applied for):	\$ 0.00		
Grants/Scholarships:	\$ 0.00		
Other: (Do not include work study.)	\$ 0.00		
TERM 2:			
Tuition			
<input type="radio"/> \$14500.00 - Full-Time Tuition			
Room			
<input type="radio"/> \$3500.00 - Double Room			
<input type="radio"/> \$5200.00 - Single Room			
Board			
<input type="radio"/> \$1200.00 - 10 Meals Per Week			
<input type="radio"/> \$1450.00 - 15 Meals Per Week			
<input type="radio"/> \$2000.00 - 21 Meals Per Week			
Other Fees			
<input type="checkbox"/> \$250.00 - Graduation Fee			
Additional Expenses			
	\$ 0.00		

Fill in all appropriate areas for assistance in estimating the full cost needed to budget. Once you have this figure, you can enter it in Step 4, under total amount owed.

Step 5: Selecting a Payment Plan

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PAYMENT PLANS

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STEP 4: Select the Payment Plan that Best Fits Your Needs

Web Demo School - Semester Billing

10 Payments - Starting 7/1 - [View Payment Schedule](#)
Enrollment fee: \$60.00

Since this plan has already started, back payments totalling \$3,480.00 are due with yo

9 Payments - Starting 8/1 - [View Payment Schedule](#)
Enrollment fee: \$60.00

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Select a Payment Plan based on the available options presented. (Options shown are samples only).

Step 6: Enter Your Information

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STEP 5: Enter Your Personal Information

Web Demo School - Semester Billing

9 Payments - Starting 8/1 - [View Payment Schedule](#)
Enrollment fee: \$60.00

Next, please tell us about yourself:

For this account, I am the:
-CHOOSE-

Student Information:

First Name: [] M.I.: [] Last Name: []

School Student ID: [] or Social Security Number: [] [] [] [] Year of Graduation: 2012

Payer Information:

First Name: [] M.I.: [] Last Name: [] Contact is a Business: []

Address: [] []

Country: [] Zip Code: [] State: []

2. Select billing preferences, if applicable.

1. Enter all information, as requested.

Payer Billing Preference:

Send my bills via email notification (You must provide a valid email above)

Send my bills via mail

Note: Bills for the scheduled payments will commence after the payment plan account is active.

Create An Online Account --- OR --- **Use An Existing Account**

Some of the benefits:
Check your account status, pay your bill, adjust your budget, and much more.

**Already have an account?
Enter your user name and password below.**

User Name: []
Must be 6-25 characters & contain at least 3 letters.

Password: []
Must be 6-20 characters & contain at least 3 letters and 2 numbers.

Confirm Password: []

Email Address: []

User Name and Password are case-sensitive.

Terms of Use:
Please read and agree to the **Terms of Use**. I Agree

Verify all information is accurate before continuing. It is recommended to save once as this may take a moment to process.

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3. Create a secure username/password

Step 7: Set up Automatic Payments

Use the fields below to set up suggested automatic payments. Automatic payments are secure, ensure bills are paid on time (no late fees!) and take away the worry of setting up the payment each month. To decline auto payments, click on the red bar, above.

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STEP 6: Sign Up For Automatic Payment Option

The Automatic Payment Option allows you to deduct monthly payments from your checking account, statement savings account or your credit card, based on your school's payment preferences.

- Your online security is our first priority, so rest assured the information you provide is safe and secure.
- To sign up for automatic payments, please provide the requested information below.
- Your automatic payments will not begin until you activate your account by paying your enrollment fee. You will be prompted to do so later in the enrollment process.

DON'T SET UP AUTOMATIC PAYMENTS NOW

*** Required Field**

Sign Up For Automatic Payments

*** Select a Payment Method** New Checking or Savings Account New Credit Card

New Checking/Savings Account

*** Payment Method Nickname**

*** Account Holder** Sample Sample
The account you use must be in your name.

*** Type of Account** Checking Joint Account

*** Financial Institution**

*** Routing Number** [Where do I find this?](#)

*** Account Number** [Where do I find this?](#)

Automatic Payment Information

Payments will be automatically deducted in accordance with your payment schedule.

*** Automatic Payment Start Date** 9/1/2012

Authorization

I have read and agree to the [Terms of Use](#).

SIGN UP

Why Automatic Payments?

- No late fees to worry about
- No check to write each month
- One less bill to mail
- Safe, secure and reliable



Help: Checking/Savings Account

We suggest confirming with your financial institution that third-party debits are allowed from the checking or savings account you wish to use for automatic payments.

Many passbook savings, equity line of credit, and money market accounts do not allow third-party debits.

If you attempt to use an account that does not allow third-party debits or if your account information is incorrect, we will not be able to process your payments.

Note - you will be charged a fee for all returned payments, for which you will be billed. This includes payments that are rejected due to incorrect account information being provided by you.

Step 8: Confirm Auto Payments

Confirm the details of your automatic payment here and hit continue.

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Automatic Payments Set Up Successfully

The amount of each payment will be withdrawn on the scheduled due date according to our payment schedule.

Your automatic payment information is below. If you have any questions, please call 800-22-4867 or email service@afford.com.

Automatic Payment Information	
Date	7/27/2012
First Withdrawal	\$4,350.00 on 10/01/2012
Payment Account Nickname	Sample
Account Holder	Sample Sample
Payment Method	Checking
Financial Institution	Bank Rhode Island
Routing Number	11501682
Account Number	*****1111

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Step 9: Set up Payment Method

STEP 6: Review Your Payment Plan Information and Select Payment Method

Payment Plan Information			
Today's Date:	7/27/2012	Status/Sub Status:	Prospect/Needs Info
Account #:	801515487-1	Enrollment Date:	
Student ID:	0111111111111111	Plan Name:	9 Payments - Starting 8/1
Student Name:	Sample Sample	Budget Amount:	\$34,800.00
Payer Name:	Sample Sample	Term 1:	\$17,400.00
Payer Address:	11 Sample Street	Term 2:	\$17,400.00
Payer Address 2:		Payment Method:	ACH
City, State, Zip:	Warwick, RI 02886	Payer Billing Method:	eBill
Country:	UNITED STATES	Paid To Date:	\$0.00
School:	Web Demo School - Semester Billing	Total Balance:	\$34,800.00
		Past Due:	\$0.00

Select the payments you'd like to make now:

Fees:

Description	Amount Due	Pay Now
Enrollment Fee	\$60	<input checked="" type="checkbox"/>

Monthly Payments:

If your payment plan has already begun, back-payments, indicated in red, are due now.

Due Date	Amount Due	Pay Now
8/1/2012	\$4350.00	<input type="checkbox"/>
9/1/2012	\$4350.00	<input type="checkbox"/>
10/1/2012	\$4350.00	<input type="checkbox"/>
11/1/2012	\$4350.00	<input type="checkbox"/>
12/1/2012	\$3480.00	<input type="checkbox"/>
1/1/2013	\$3480.00	<input type="checkbox"/>
2/1/2013	\$3480.00	<input type="checkbox"/>
3/1/2013	\$3480.00	<input type="checkbox"/>
4/1/2013	\$3480.00	<input type="checkbox"/>

Total Transaction Amount: \$

Select a payment method (Payment methods vary by school.)

Make a **one-time electronic payment** from your checking or statement savings account.

one-time Credit card payment:
Make monthly payment(s) using a credit card.

Any fees that must be paid now (such as back fees or enrollment fee), must be made at this time to complete the account set up.

Use this screen to pay any fees or monthly payments that have the 'Pay Now' field checked off, plus any additional payments or fees you wish to pay.

If you do not pay required fees at this time, your account will not be activated.

If you do not wish to make a payment at this time, please click 'My Account Home'. Your account will not be active until the enrollment fee is paid.

Step 10: Confirmation

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Confirmation

Thank you for choosing TMS. Please print this page for your records.

Payment Information:

Date:	7/27/2012
Payer Name:	Sample S Sample
TMS Account Number:	801515487-1
Confirmation Number:	2253173
Amount:	\$60.00
Total Amount	\$60.00
Routing Number:	011501682
Account Number:	XXXXXX1111

To set up automatic recurring payments, please visit the [Automatic Payments page](#).

[MY ACCOUNT HOME](#) [MAKE ANOTHER PAYMENT](#)

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Confirmation page.
Option to make another
payment or return back
to your account home.