



**ESTRELLA MOUNTAIN
COMMUNITY COLLEGE**

A Maricopa Community College

Welcome to Estrella Mountain Community
College Payment Plan Tutorial

Items needed to complete Monthly Payment Plan

- MEID and password
- Be registered for EMCC classes and have tuition and fees due
- Credit card or checking/ saving information (bank account number and routing number)
- You'll need to **disable your popup blocker** if you haven't already done so.

Notes

- Payment Plan must be set up before 7:00 PM on due date to protect classes
- Payment Plan option has a per semester nonrefundable enrollment fee of \$20.00
- Down payment is required and will be processed immediately
- \$20.00 enrollment fee is processed immediately
- Scheduled payments are automatically taken out on the 5th of every month

Where do I start?

Log into my.maricopa.edu

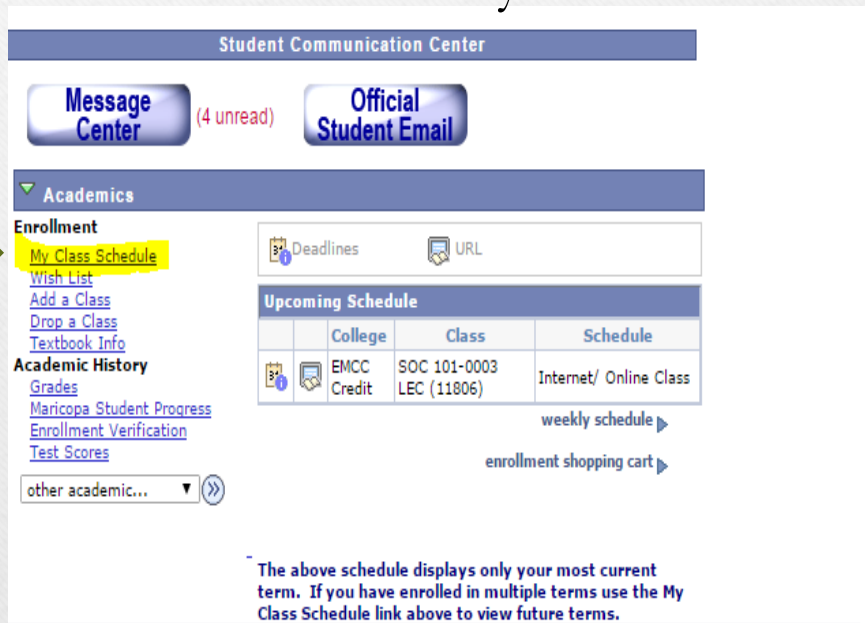
Click on Student Center



Log in with your MEID and password

I'm Logged in, now what?

- Verify your class schedule:
 - Click on My Class Schedule



Student Communication Center

Message Center (4 unread) Official Student Email

Academics

Enrollment

[My Class Schedule](#)

[Wish List](#)

[Add a Class](#)

[Drop a Class](#)

[Textbook Info](#)

Academic History

[Grades](#)

[Maricopa Student Progress](#)



[Enrollment Verification](#)

[Test Scores](#)

other academic... >>

Deadlines URL

Upcoming Schedule

	College	Class	Schedule
 	EMCC Credit	SOC 101-0003 LEC (11806)	Internet/ Online Class

weekly schedule ▶

enrollment shopping cart ▶

The above schedule displays only your most current term. If you have enrolled in multiple terms use the My Class Schedule link above to view future terms.

*** Class tuition, fees, and registration are due 35 days before the class start date**

Continuing with Nelnet...

1. Scroll down to Finances
2. Select “**my payment options/ manage payment plan**” under the Account Summary box

Finances

My Account
[Account Inquiry](#)
[View My Maricopa Bill](#)

Financial Aid
[View Financial Aid](#)
[Opt In/Out Book Advance](#)

other financial... ▾ >>

Account Summary

You owe 267.00.

- Due Now 267.00
- Future Due 0.00

Currency used is US Dollar.

my payment options/manage my payment plan ▶

3. Click “setup/manage payment plan”

Make a Payment



1. Specify Payment Details

Disable pop-up blocker before choosing a payment option.

If paying for a transcript, please pay by Debit/Credit Card.

[PAY BY DEBIT/CREDIT CARD](#) ⓘ

[PAY BY CHECKING/SAVINGS ACCOUNT](#) ⓘ

[SETUP/MANAGE PAYMENT PLAN](#) ⓘ

[Account Inquiry](#) [Electronic Payments/Purchases](#)

go to ...

4. You will be redirected to Nelnet to complete your payment .

*****Please note there is a Non-Refundable \$20 enrollment fee*****

5. Please Click “Set up a payment plan”

The screenshot displays the Maricopa Community Colleges student portal interface. At the top, the Maricopa Community Colleges logo is on the left, and the Nelnet Business Solutions logo and a Customer Service link are on the right. A navigation bar includes links for Home, My Profile, and Financial Accounts, along with a 'Signed in as' indicator and a user profile icon. The main content area is titled 'Hello' and features a 'Payment Plan & Billing' section. This section shows a current balance of \$267.00 and a 'Make a Payment' button. Below this, a table lists payment plans: 'FALL 2016 Payment Plan' with an amount due of \$0.00, and 'SUMMER 2016 Current Charges' with an amount due of \$267.00. A 'Set up a Payment Plan' button is prominently displayed. To the right, a user profile section shows the user's name and several service options: 'Two e-mail addresses on file', 'Register to receive text alerts on your mobile phone.', and 'Add an Authorized Party'.

MARICOPA
COMMUNITY COLLEGES

nelnet BUSINESS SOLUTIONS ? Customer Service

Home My Profile Financial Accounts Signed in as [User Name]

Hello

Payment Plan & Billing [View Details](#)

Current Balance
\$267.00 [Transaction Details](#)

[Make a Payment](#)

FALL 2016 Payment Plan ()	AMOUNT DUE \$0.00
SUMMER 2016 Current Charges	AMOUNT DUE \$267.00

[Set up a Payment Plan](#)

[User Name]

- Two e-mail addresses on file
- Register to receive text alerts on your mobile phone.
- [Bank Icon]
- [Group Icon] is an Authorized Party on your account.
[Add an Authorized Party.](#)

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6. Click “Begin” to get started

Estrella Mountain Community College - Maricopa

Summer 2016

LIVE HELP

Welcome

[Want to designate another payer?](#) ?

Thank you for choosing to set up a payment plan. Click the Begin button to get started.

Begin

Cancel

7. Confirm and/or edit your contact information then press next.
*****Remember there is a non-payment \$20 enrollment fee*****
8. Confirm the total balance then press next.
9. Select the down payment option that would fit you best and then press “Next”.
10. Choose how you would like to pay: Credit/debit card or Checking/Saving account.
11. Proceed to the next step and verify future payment schedule.

*****The down payment and all monthly payments will automatically be processed.*****

Frequently Asked Questions

Q: Can I make payments earlier than my monthly due date?

A: Yes, you can log into your payment plan, and click make a payment and select the month or months that you wish to pay for prior to your payment being taken on the 5th of that month.

Q: Will I be charged twice if I make my payment early?

A: No, when selecting the month or months you would like to pay, the month is paid for and you will not get charged again for that month.

Frequently Asked Questions

What if I need to make changes to my method of payment?

1. You are able to update your payment information online through your student center by clicking on “my payment options/manage my payment plan”.
2. Click on “Setup/Manage Payment plan” and then once more by the pre-existing payment plan/term you wish to change.
3. It will direct you to NelNet’s homepage where you are able to view your current balance. Once there, click on “View Details”.

Hello

Payment Plan & Billing [View Details](#)

Current Balance
\$0.00 [Transaction Details](#)

FALL 2016 Payment Plan ()	AMOUNT DUE \$

[Redacted Name]

- Two e-mail addresses on file
- Register to receive text alerts on your mobile phone.
- [Redacted Name] is an Authorized Party on your account.
[Add an Authorized Party.](#)

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4. Now you are able to verify or edit the card or bank account information plan
5. Click “change” if you wish to modify your account.

Status	Term	Activity	Financial Account	Remaining Amount Due	
Active	Fall 2016	Payment Plan ()	Visa Change	\$0.00	

Frequently Asked Questions

Q: What if Nelnet is unable to take out a payment on the 5th of the month?

A: If Nelnet is unable to automatically take out payment on the 5th of the upcoming month, there will be a \$30 returned payment fee and collection of payment will be reattempted on the 20th of that month.

- Please note you can make a payment through the cashier's office by phone or in person but it **must be at least 3 business days prior to the 5th.**

Frequently Asked Questions

- Q: How do I know when my classes are due?
- A: Start in your [Student Center](#)
 - once logged in scroll down to account inquiry



The screenshot shows a user interface for a student portal. At the top, there is a blue header bar with a downward arrow and the text 'Finances'. Below this, the page is divided into two main columns. The left column contains a 'My Account' section with a yellow highlight on the text, followed by a link for 'Account Inquiry' and another link for 'View My Maricopa Bill'. Below that is a 'Financial Aid' section with links for 'View Financial Aid' and 'Opt In/Out Book Advance'. At the bottom of this column is a dropdown menu labeled 'other financial...' with a right-pointing arrow icon. The right column features a light blue information box with an 'i' icon and the text 'You have no outstanding charges at this time.' Below this box is a link that says 'my payment options/manage my payment plan' with a right-pointing arrow.

- Find the term you are looking for and click the printer icon to view semester information.

[Account Inquiry](#)

[Electronic Payments/Purchases](#)

[summary](#)

[activity](#)

[charges due](#)

[payments](#)














[pending aid](#)

Account Summary

What I Owe

You have no outstanding charges at this time.

Print Consolidated Student Account Statement

College	Account Type	Term	
Estrella Mountain Comm College	Student Account	Fall 2014	
Estrella Mountain Comm College	Student Account	Spring 2015	
Estrella Mountain Comm College	Student Account	Summer 2015	
Estrella Mountain Comm College	Student Account	Fall 2015	
Estrella Mountain Comm College	Student Account	Spring 2016	
Estrella Mountain Comm College	Student Account	Summer 2016	
Estrella Mountain Comm College	Student Account	Fall 2016	
Estrella Mountain Comm College	Excess Financial Aid	Fall 2014	
Estrella Mountain Comm College	Excess Financial Aid	Spring 2015	
Estrella Mountain Comm College	Excess Financial Aid	Fall 2015	
Estrella Mountain Comm College	Excess Financial Aid	Spring 2016	
Glendale Community College	Student Account	Spring 2011	
Glendale Community College	Student Account	Summer 2016	

[Financial Aid](#)

[Account Inquiry](#)

[Electronic Payments/Purchases](#)

[Summary](#)

[Activity](#)

[Charges Due](#)

[Payments](#)

[Pending Aid](#)

*****Be aware of account balances and important deadlines*****

Due Dates

Refund Deadlines (last day to drop classes for full refund)

Charges		Account Balance:		0.00	
Description	Class	Charges	Balance	Due Date	Refund Deadline
Registration Processing Fee		15.00	0.00	12/15/15	
County Resident Tuition	Laboratory for Statistics	84.00	0.00	12/15/15	01/25/16
County Resident Tuition	Introduction to Statistics	252.00	0.00	12/15/15	01/25/16
County Resident Tuition	Intro Com Disorders	252.00	0.00	12/15/15	01/25/16
Biology Class Fee	Human Anatomy & Physiology I	30.00	0.00	12/16/15	01/26/16
County Resident Tuition	Human Anatomy & Physiology I	336.00	0.00	12/16/15	01/26/16
County Resident Tuition	Ideas & Values in Humanities	252.00	0.00	12/16/15	01/26/16
Posting Transfer To		79.00	0.00	03/07/16	
Graduation Fee		25.00	0.00	03/14/16	
Transcript Fee		10.00	0.00	03/21/16	
Transcript Fee		5.00	0.00	04/01/16	
Color Printing Charge		2.50	0.00	04/27/16	
MSRP Student Refund		160.40	0.00	06/15/16	
		Total Charges:			1,502.90