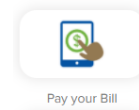![Coconino Community College logo] www.coconino.edu

CashNet: How to Add Auto Pay on existing Payment Plan.

08/25/2020

1. **Login** to the **myCCC Portal** by **selecting myCCC Portal** link on top left from the main page. **Login** using your **comet id** and **password**.

2. This will take you into your MyCCC Portal, click "Pay your Bill" link.   Pay your Bill

3. This will take you to Self Service Banner. Under the **Student Services** section **select** the "**CASHNET- Pay Your Bill, Setup a Payment Plan, Purchase a Parking Pass**" link.

   Student Records
   Display and print your Grades; Official and Unofficial Transcripts; Enrollment Verifications; Review charges and payments; View yc

   Financial Aid
   Apply for Financial Aid; Review the status of your financial aid applications and check status of document re...ments.

   CASHNET-Pay Your Bill, Setup a Payment Plan, Purchase a Parking Pass
   CASHNET

   DegreeWorks
   DegreeWorks

4. That link will take you into your CashNet Student Account, "Overview" page. You will see your current Payment plan. It will have a notice right below that says, "**Set up auto pay**", hover over notification and *click link.*

   ## Payment Plans

   Current plans

   Plan

   Fall 2020: Fall 2020 6/1-6/30 20% down, 4 payment plan
   ⓘ *$245.91 is past due*
   ⓘ *Plan consolidation available*

   Set up auto pay
   Make your payments on time and avoid late fees!

5. You will read over the Auto Pay terms and conditions, click "**I Agree**" and "**Continue**" button.

Set up auto pay

Make your payments on time and avoid late fees!

First scheduled payment: **Tomorrow**
Payment amount: **$245.91**
ⓘ *This amount includes past due payments*
All remaining scheduled payments will occur on the payment plan due dates.

Auto pay terms and conditions

You authorize Higher One, Inc. to initiate automatic payments from the checking, savings or credit card account designated by you above (your "Account") for each installment payment amount due under your tuition payment plan serviced by Higher One, Inc. (the "Plan"). Installment payments will be automatically deducted from your Account on the due date of each payment. Please refer to your Plan disclosures for applicable payment due dates.

If there are insufficient funds in your account, Higher One, Inc. reserves the right to take the payment in whole or part when the funds become available. Fees for insufficient or uncollected funds (returned items or paid items) will be assessed per the disclosures of the Plan. Declined attempts for charges to your Account may result in late fees, described in the disclosures of the Plan, if payments are not received by the applicable due dates.

This authority will remain in effect for the duration of the Plan. You may withdraw your

6. You will be asked to add a payment method. *Note: You can also add a "Card Nickname" this is optional.*

How would you like to pay each payment?

* **Payment method**

New credit or debit card ▾

AMERICAN EXPRESS   DISCOVER   JCB   MasterCard   VISA

* **Card number**

ⓘ *Card number required*

* **Expiration date**

MM / YY

* **Security code** ⓘ

* **Zip/Postal code**

Card nickname ⓘ

Maximum 17 characters

7. If you have entered a credit card or debit card as payment method, you will receive a message regarding service charge. All credit and debit cards are subject to a nonrefundable service fee of 2.85% on domestic cards/4.25% on international cards. Electronic Checks do not incur a service fee. You will need to click the "**I acknowledge terms and conditions**" box to continue. Click "**Continue**" button, or you may click [X], on top left corner to exit out.

Service charge

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment by using Transact Campus SmartPay, you will be charged a service charge for each payment as shown below. This charge is assessed by Transact Campus, Inc. Service charges are included in your transaction and are paid directly to Transact Campus, Inc. Service charges are non-refundable.

Payment Schedule

✓ $196.73
    Payment received

2   $327.88 + $9.02 service charge = **$336.90**
    Payment scheduled 9/20/20 | Payment due 9/20/20

3   $327.88 + $9.02 service charge = **$336.90**
    Payment scheduled 10/20/20 | Payment due 10/20/20

4   $327.88 + $9.02 service charge = **$336.90**
    Payment scheduled 11/20/20 | Payment due 11/20/20

☐ I acknowledge that I have read and accept the terms and conditions of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service charge for each payment for the use of Transact Campus SmartPay. View terms and conditions

8. Last Step! You will review where email notifications will be sent regarding your payment plan and which payment method will be used for each monthly payment. Click "**Continue**" button.

Review
● ● ●

Last step! Let's make sure we have your correct information.

Email address	▇▇▇▇▇▇▇▇

Auto pay details   Change

First scheduled payment: **Tomorrow**
Payment amount: **$252.67**
⚠ *This amount includes past due payments*
All remaining scheduled payments will occur on the payment plan due dates.

Card number	▇▇▇▇▇▇▇	**VISA**
Expiration date	04 / 30	
Zip/Postal code	86004	

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

9. **ALL DONE!!** When successfully added you will receive a message that says you have added Auto Pay.

Success! Auto pay is now set up for Fall 2020: Fall 2020
8/1-8/31 20% down, 3 payment plan

First scheduled payment: 9/20/20
Payment amount: $336.90

The set up confirmation was sent to:

10. Another area to confirm you have added Auto pay successfully to your CashNet account, is by checking your "**Overview**" Page. Under Payment Plans, you can see this alert next to your payment plan description.

Payment plans

Plan

Fall 2020: Fall 2020 8/1-8/31 20% down, 3 payment plan **AUTO PAY**