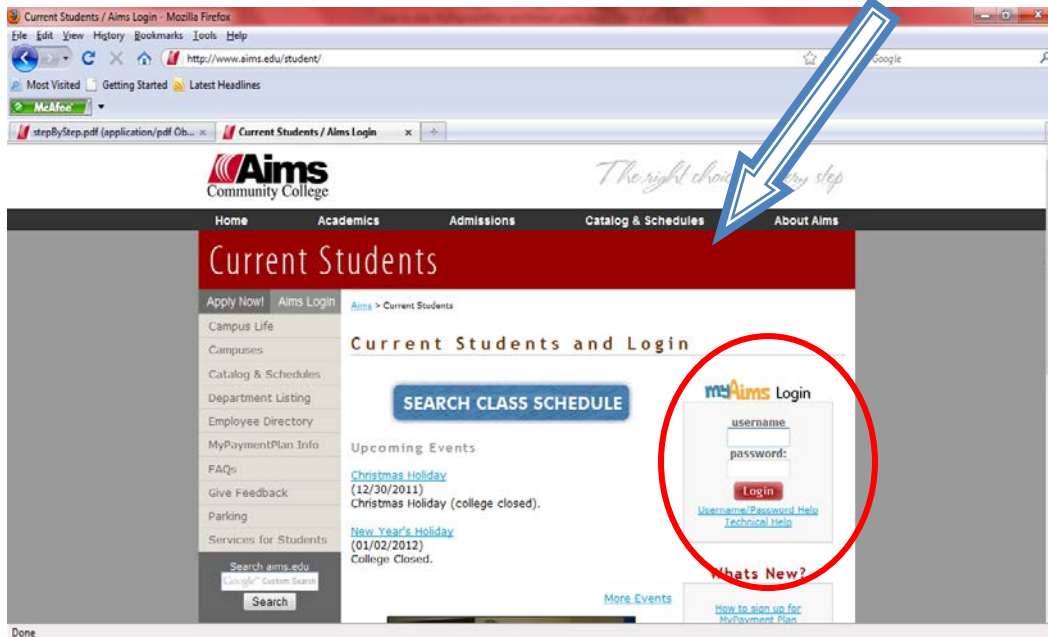


MyPaymentPlan

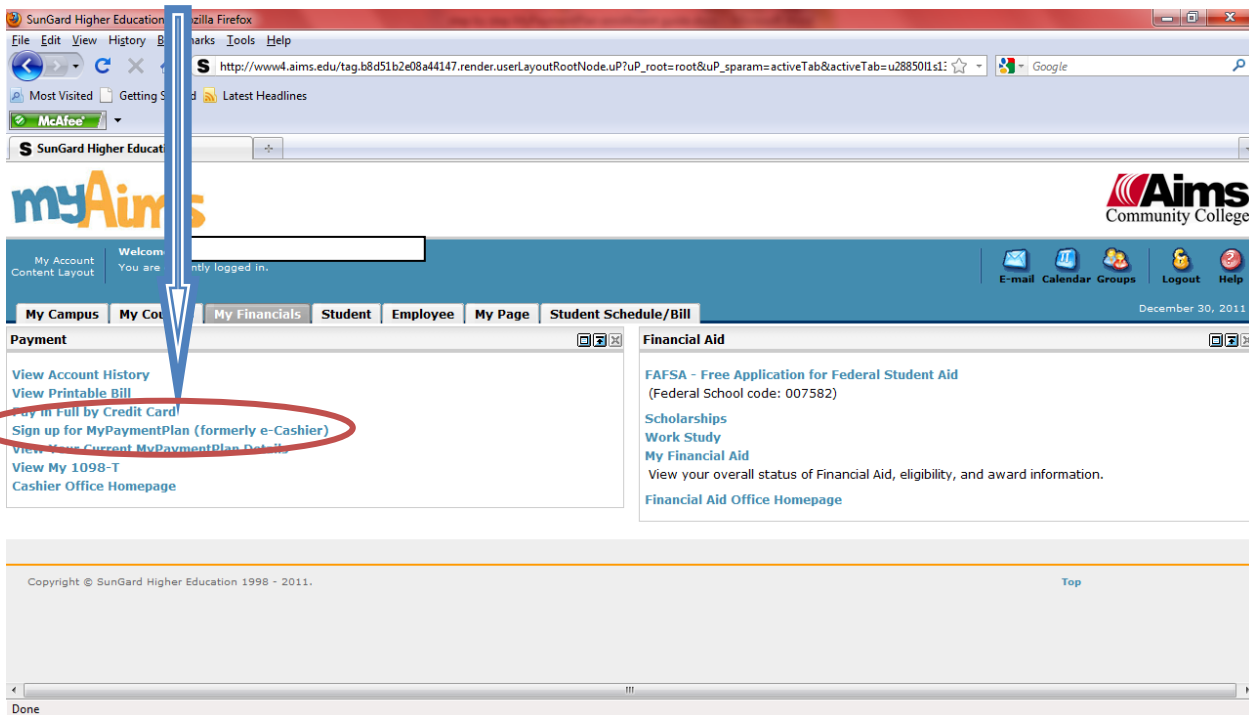
Step by Step Process

1. Go to <http://www.aims.edu/student/> and locate the **Aims Login** box

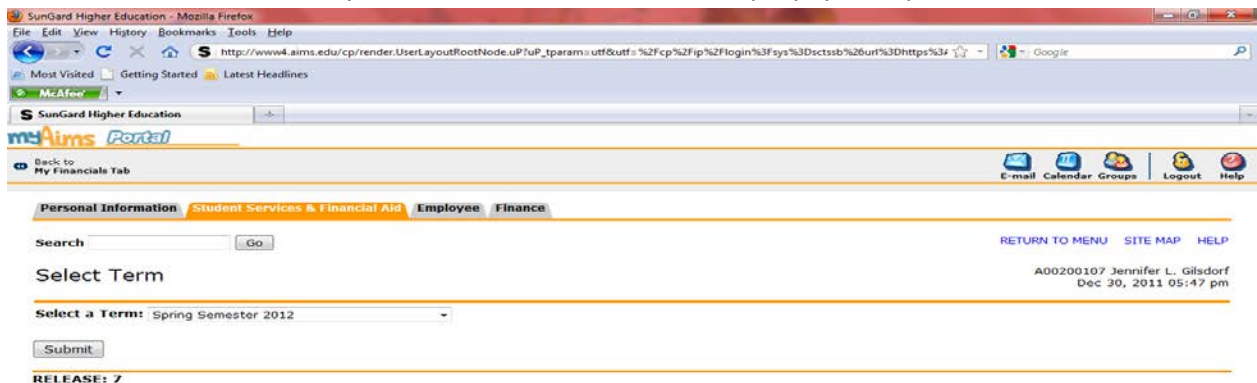


2. In the **Aims Login** box please enter your username/password to login to Web Services.
 - a. If you know your username/password, please login and continue to Step #3
 - b. If you don't remember what your username and/or password is or you are a first time user of the website, you can follow the next steps to create/reset this:
 - i. Click on the link: [Username/Password Help](#) found in the login box (see image below)
 - ii. Complete the information boxes on the "Creating or Resetting Your Web Services Password" webpage . It will require the following information:
 - a. Your Aims ID# OR your Social Security number
 - b. First Name
 - c. Last Name
 - d. Birth month, day and year
 - iii. Click submit
 - iv. Answer the security question (it will give you a hint) and click on Submit
 - v. This will show your Username and it will now ask you to type in a new password.
 - vi. Click on submit to complete this process
 - vii. You will now be able to continue with accessing Aims Web Services
3. Go to you're **My Financials Tab**
4. Locate the **Payment** box , left side box.

5. Locate the **Sign up for MyPaymentPlan** link and click the link to continue




6. Please choose the correct term that you wish to continue with to set up a payment plan then click **Submit**



a.

7. The next screen you see is a summary of your Tuition account and how much is currently needed to budget thru a payment plan
8. Confirm the amount you wish to budget. This amount is system generated and cannot be changed by you the student. If you have been awarded financial aid, it may be reflected here.
 - i. If you believe the amount should be lower due to Financial aid or other payment, please contact Financial Aid @ 970-339-6548 or Cashier's office @ 970-339-6521 for assistance or more information



9. Click on the  icon at the bottom of the screen to continue with setting up a payment plan

10. "Welcome to e-Cashier for Aims Community College" webpage will appear. This will lead you thru setting up a automatic payment plan.

The screenshot shows a Mozilla Firefox browser window with the address bar displaying the URL: <https://www.factstuition.com/ecashier/Index?OpenForm&c:9079827738254829283315369092827738422525272526253215369092798738517887878279789115369092858738488285927788917909153690789726382631322>. The page title is "NBS Tuition Payment Plan - Mozilla Firefox". The main content area features the Aims Community College logo at the top center. Below the logo is a navigation bar with links: "FAQs | How e-Cashier Works | Payment Plan | Fees | Terms & Conditions | Security/Privacy | Help". The page is titled "NBS e-Cashier Automatic Payment Program" and "Welcome to e-Cashier for Aims Community College". On the left side, there is a sidebar with the "e-Cashier" logo and the text "From Netnet Business Solutions" and "e-Cashier Progress 0 of 6 steps completed". The main content area contains a "Proceed" button, a warning message: "To protect your personal information, this screen will close automatically in 10 minutes.", and a welcome message: "Welcome! Aims Community College is pleased to offer NBS e-Cashier. Through e-Cashier you will be able to:". Below this are three bullet points: "• Arrange for monthly payments", "• Make a down payment IMMEDIATELY and arrange for monthly payments", and "• Pay in full IMMEDIATELY". There are two sections for payment options: "You will be able to make payment(s) by:" with bullet points "• Automatic Payments from your Checking or Savings account" and "• Credit Card", and "The nonrefundable enrollment fee to budget payment(s) is:" with bullet points "• \$25.00 per Semester" and "• Free for full payment". A second "Proceed" button is located below the payment options. At the bottom of the page, there is a note: "Do not use your browser's 'Back' button to navigate in e-Cashier. Doing so may cause your transactions to be submitted incorrectly." and a final "Proceed" button. At the very bottom, there is a footer: "For compatibility and browser support click on the Help link above." The browser status bar at the bottom shows "Done".

11. Please read thru the information and click on **Proceed** if you wish to continue
12. Complete Personal Information page for all asterisked fields. Some fields will already be populated such as your Aims ID#, student name fields.
- Enter an email address for you, it can either be your MyAims email or a personal email account. It needs to be one that the payment plan can contact you if issues or information is needed.
13. The following fields are required in order to continue: Example is below
- Complete the section **Personal Information – Person responsible for making these payments** (owner of the banking or credit card account)
 - Phone number – enter at least a Daytime phone number with area code
 - Email address
 - Check mark box if the address to be used is same as above
 - Or type in another email address such as parents or who owns the bank/credit card account you will be using.
 - E-mail payment reminders section: this defaults to a checkmark. This allows the system to email the responsible party you indicated in previous section to receive an email 5 days prior to the actual payment reminding them of that payment. You can uncheck the box if you wish not to receive the e-mail payment reminder but it is not advised to uncheck it.
 - Create your own Access Code: this is a sequence of 4-10 characters long. This is the code you and/or someone else will need to have for accessing [the payment plan account online](#) or talking to NBS/FACTS about your account.
 - Additional Authorized party section: Enter an additional email address to send notifications for the payment plan
 - Select term box : Please ensure this field has the correct term. If it is null please choose from the terms listed in the box to the term you wish to create a payment plan for.
 - Review your entries one more time.
 - If all correct, click on proceed

2. If not correct, make changes and then click on Proceed

Example of Student Information

The screenshot shows a web browser window with the URL <https://www.factstuition.com/ecashier/Index?OpenForm&907982773825482928331536909282773842252527252526253215369092798738517887878279789115369092858738488285927788917909153690789726382631322>. The page features the Aims Community College logo and navigation links: [FAQs](#), [How e-Cashier Works](#), [Payment Plan](#), [Fees](#), [Terms & Conditions](#), [Security/Privacy](#), and [Help](#). A progress indicator on the left shows 'e-Cashier Progress 0 of 6 steps completed'. The main heading is 'NBS e-Cashier Automatic Payment Agreement Personal Information'. The form instructions state: 'To establish your automatic payment plan, please provide the following information: * These fields must be completed to move to the next step. To protect your personal information, this screen will close automatically in 10 minutes.' The form is divided into two sections: 'STUDENT INFORMATION' and 'Personal Information (Person responsible for payment)'. The 'STUDENT INFORMATION' section includes fields for 'C ID' (A00200107), 'First Name' (Jennifer), and 'Last' (Gilsdorf). It also has fields for 'Student e-Mail', 'Retype Student e-Mail', and 'e-Mail'. The 'Personal Information' section includes fields for 'First Name', 'Last', 'Address', 'City', 'State' (dropdown), and 'Zip'. It also has fields for 'Daytime Phone' and 'Evening Phone'. There is a checkbox for 'Check here if e-mail is same as student e-mail' and fields for 'e-mail' and 'Retype e-mail'. A 'Proceed' button is located at the bottom of the form.

webpage Done

This screenshot shows the bottom portion of the 'NBS e-Cashier Automatic Payment Agreement' form. It includes the 'Personal Information' section with fields for 'Address', 'City', 'State' (dropdown), and 'Zip'. Below this, there are fields for 'Daytime Phone' and 'Evening Phone'. A checkbox is present for 'Check here if e-mail is same as student e-mail', followed by 'e-mail' and 'Retype e-mail' fields. A red notice states: 'Check here to sign up for e-mail payment reminders. Automatic e-mails are sent to the Responsible Party four business days before scheduled automatic payments. It is your responsibility to notify NBS of any change to your e-mail address.' The 'Create Your Own Access Code' section requires an 'Access Code' and a 'Retype Access Code'. The 'Additional Authorized Party' section includes a text field for the party's name. The 'The semester for which you are enrolling at your community college:' is set to 'Spring 2012'. A red note at the bottom reads: 'NOTE: If you leave e-Cashier prior to completing and submitting the agreement form, no information will be saved. You will need to restart. Do not use your browser's "Back" button to navigate in e-Cashier. Doing so may cause your transactions to be submitted incorrectly.' A 'Proceed' button is at the bottom.

Done

14. This application process is a total of 6 steps. We will now walk thru each step. Entire process can take up to 15 minutes to complete

15. Step #1 Application process – **Choose a Payment Plan**

- i. It will give a list of the available payment plans for that semester
- ii. Click in the checkmark box next to the payment plan of your choice
- iii. Once you click that box it will automatically take you to Step #2 in the process

NBS Tuition Payment Plan - Mozilla Firefox
https://www.factsstuition.com/ecashier/index?OpenForm&90798277382548292831536909282773842252527252526253215369092798738517887878279789115369092858738488285927788917909153690789726382631322

Aims Community College

FAQs | How e-Cashier Works | Payment Plan | Fees | Terms & Conditions | Security/Privacy | Help

e-Cashier Progress
1 of 6 steps completed

**NBS e-Cashier Automatic Payment Program
Payment Plan**

Aims Community College offers the following payment plan(s) to help you meet your financial obligation to the community college. Please select a payment plan:
To protect your personal information, this screen will close automatically in 10 minutes.

Payment Plan for Spring 2012
All payment(s) will be processed on the **5th of the month.**

If registering for classes after January 10 you must enroll in a payment plan the same day you register or your registration may be cancelled.

Deadline to Enroll on e-Cashier	Payment Plan
<input type="checkbox"/> December 30, 2011	No down payment, 4 monthly payments (January- April)
<input type="checkbox"/> January 10, 2012	25% down payment processed IMMEDIATELY, 3 monthly payments (February - April)
<input type="checkbox"/> January 24, 2012	25% down payment processed IMMEDIATELY, 3 monthly payments (February - April)
<input type="checkbox"/> January 30, 2012	25% down payment processed IMMEDIATELY, 3 monthly payments (March - May)
<input type="checkbox"/> January 30, 2012	50% down payment processed IMMEDIATELY, 2 monthly payments (March & April)
<input type="checkbox"/> Pay in full	Payment in full to be processed IMMEDIATELY

1. Done

16. Step #2 Application process – **Budget Worksheet (see pictures below)**

- i. It gives you your payment plan choices again with the one you indicated in the previous step
- ii. Below the choices is the **Budget Worksheet**
- iii. Review the **Budget Worksheet**
 1. If you accept the budget and wish to continue with the application process, click on Proceed
 2. If you wish to change it and use a different payment plan:
 - a. Click on Reset Form button
 - b. Choose a different payment plan, click in the box next to the new choice
 - c. Click on the Calculate button
 - d. Review the Budget Worksheet
 - e. Click on Proceed if you wish to continue to sign up for that budget

NBS Tuition Payment Plan - Mozilla Firefox
 https://www.factstuition.com/ecashier/Index?OpenForm&c:907982773825482928331536909282773842252527252526253215369092798738517887878279789115369092858738488285927788917909153690789726382631322

on e-Cashier

December 30, 2011
 * January 10, 2012
 January 24, 2012
 January 30, 2012
 January 30, 2012
 Pay in full

Payment Plan

No down payment, 4 monthly payments (January- April)
 25% down payment processed IMMEDIATELY, 3 monthly payments (February - April)
 25% down payment processed IMMEDIATELY, 3 monthly payments (February - April)
 25% down payment processed IMMEDIATELY, 3 monthly payments (March - May)
 50% down payment processed IMMEDIATELY, 2 monthly payments (March & April)
 Payment in full to be processed IMMEDIATELY

Budget Worksheet

Estimated Expenses:
 Expenses \$ 167.73

Calculate

Amount to be paid through FACTS:

Total amount:	\$ 167.73
Down payment (PROCESSED IMMEDIATELY):	\$ 41.94
Amount to be budgeted:	\$ 125.79
Number of monthly payments:	3
First 2 monthly payments:	\$ 41.93
Last payment:	\$ 41.93
Month of first payment:	February
Payment date:	5th of the month

To try another payment option and/or budget calculation: **Reset form**
Proceed

Done

PLEASE NOTE: THE \$25 NONREFUNDABLE ENROLLMENT FEE IS NOT INCLUDED IN THE BUDGET AND WILL DRAFT IMMEDIATELY WHEN YOU COMPLETE THE AGREEMENT ALONG WITH ANY IMMEDIATE DOWN PAYMENT AS INDICATED IN THE BUDGET.

17. Step #3 Application Process - Payment Method (picture is below)

- i. Review information on this page
- ii. Please choose between the choices for payment.
 1. **Payment from your bank account** option is for the following:
 - a. E-Check or direct draft(withdrawal)
 - b. Debit cards : MUST HAVE ROUTING AND ACCOUNT NUMBER OF YOUR CHECKING ACCOUNT, NOT YOUR 16 DIGITS ON YOUR CARD.
 2. **Payment to your credit card** option is for the following:
 - a. Visa/Mastercard
 - b. Discover
 - c. American Express
 - d. Reloadable Prepaid Credit card (available at most stores and banks)

18. Step #4 Application Process – **Welcome to American Card Services**

- i. This is only a disclaimer page about who they use to process the credit card
- ii. Review the information
- iii. Click on Proceed to continue
- iv. An **Account Information** page will now show on your screen.
 1. Review the contract information
 2. Complete the payment information section according to the payment method you indicated in Step #3
 - a. Credit card payment information
 - i. Choose the type of Credit card
 - ii. Type in the entire Credit card number and press Tab
 - iii. Type the Credit card number again
 - iv. Enter the correct expiration date

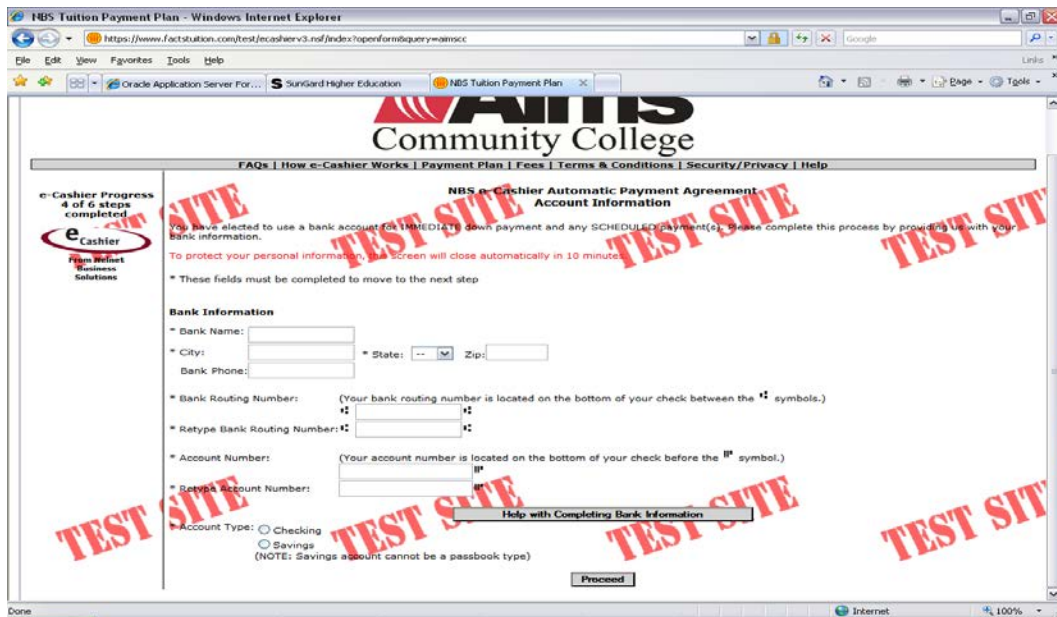
Example of Credit Card Payment

The screenshot shows a web browser window displaying the Aims Community College NBS e-Cashier Automatic Payment Agreement Account Information page. The page is titled "NBS e-Cashier Automatic Payment Agreement Account Information" and contains a form for entering credit card information. The form includes fields for Credit Card Number, Retype Card Number, and Expiration Date (Month and Year). A "Proceed" button is visible at the bottom of the form. The page is overlaid with multiple red "TEST SITE" watermarks.

Screen

- b. Bank Account payment (see example below)
 - i. Complete all fields marked with an asterick
 - ii. You will need the following:
 1. Name of Bank and address
 2. The account routing and account number (click on the “Help with Completing Bank Information” button for assistance on locating this information on your check)
 3. Type of account – Checking or Savings
 4. Review the information you entered

Example of Bank Account Information webpage



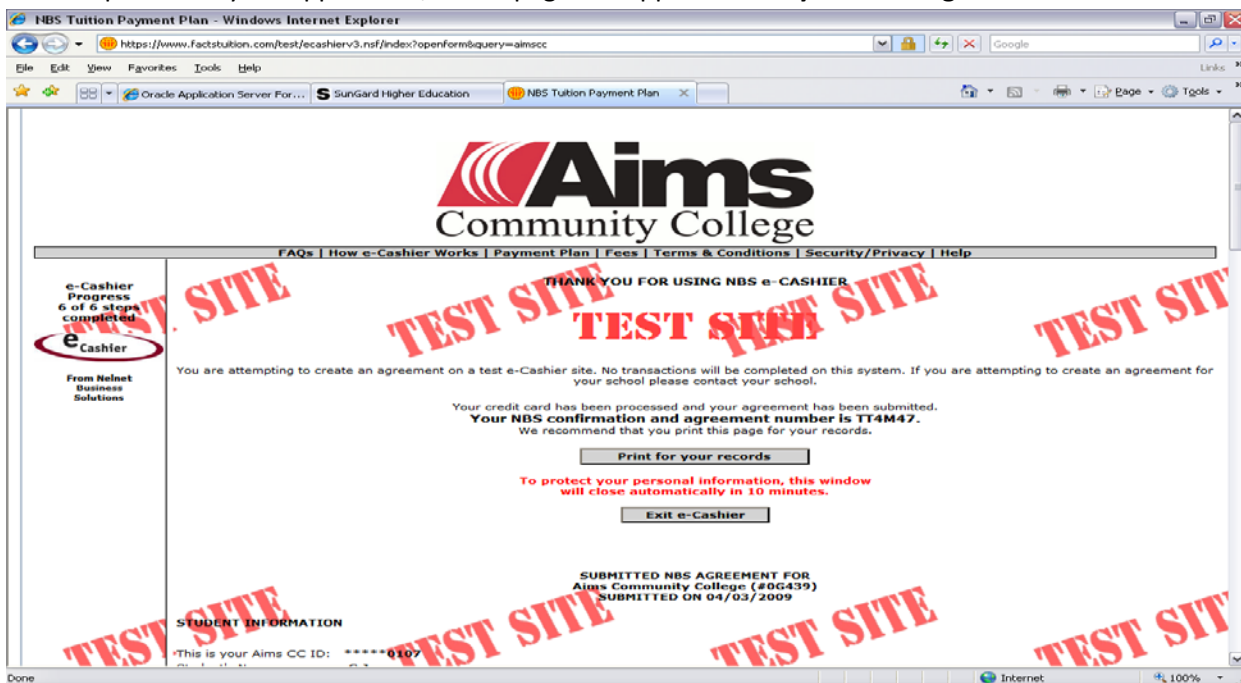
3. Click on Proceed

19. **Step #5** – Final Review of Application

- a. Review all sections to ensure all information is correct.
- b. Read thru all Terms and Conditions
- c. Changes can be made such as emails, bank information, etc
- d. If all is correct
 - i. Click on the checkmark box to Accept Terms and Conditions
 - ii. Click on Submit and Activate
- e. IF YOU DO NOT ACCEPT TERMS AND CONDITIONS, YOUR AGREEMENT WILL NOT COMPLETE AND YOU WILL HAVE TO GO THRU THIS PROCESS COMPLETELY AGAIN.

20. A new screen will appear while the e-Cashier processes your application. Generally this should only take a few minutes.

21. Once it processes your application, a new page will appear **Thank you for using NBS e-Cashier.**



22. Print the page for your records and for future reference.

23. You should receive an email from the MyPaymentPlan company within 10 minutes confirming the completion of the agreement and how to access your plan information online thru their website.
- a. If you get the email, congratulations on setting up a plan
 - b. If you don't get an email, you may have done something wrong and need to complete the process again
24. This completes the MyPaymentPlan process. If you have any questions or concerns after completing the application, you may contact Aims Community College Cashier's office @970-339-6349 or NBS/FACTS @800-609-8056