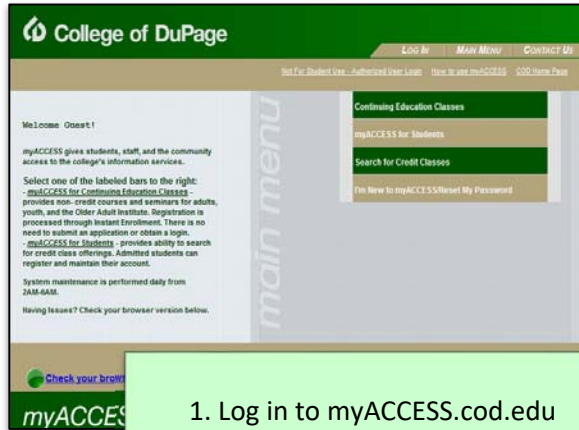


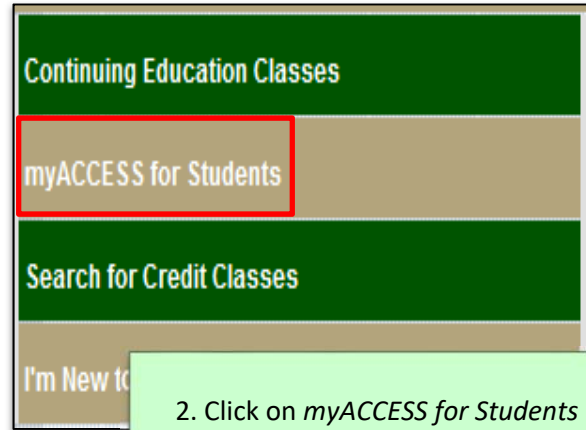
Payment Plans: Steps to Enroll

College of DuPage payment policy requires students to pay the balance in full or enroll in a payment plan at time of registration. If you are unable to pay your balance in full at the time of registration, you may opt to spread the payments throughout the term by enrolling in a payment plan.

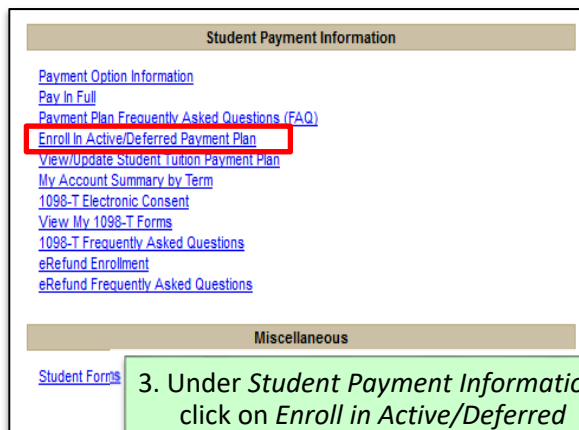
Follow these simple instructions to enroll in a payment plan:



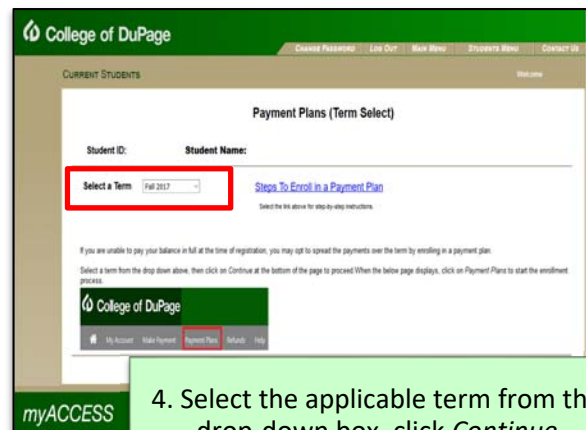
1. Log in to myACCESS.cod.edu



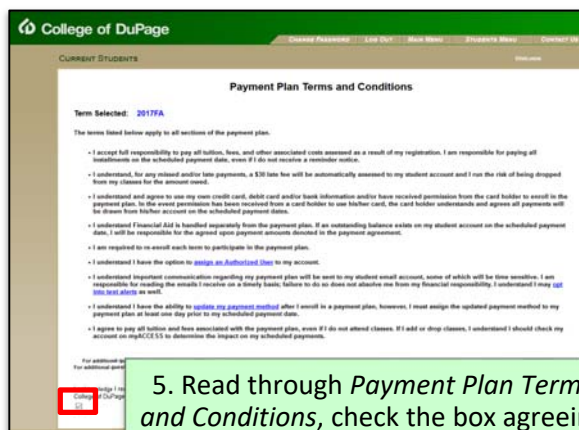
2. Click on *myACCESS for Students*



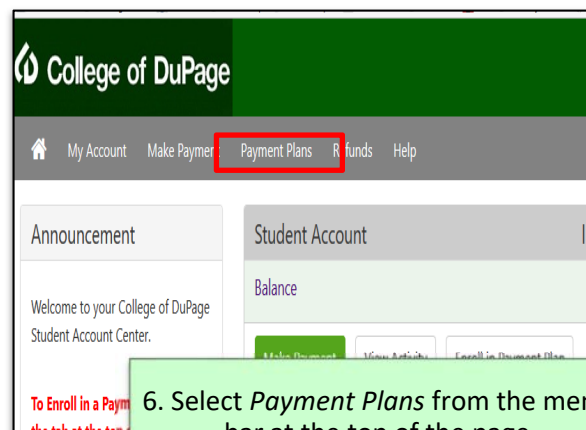
3. Under *Student Payment Information*, click on *Enroll in Active/Deferred Payment Plan*



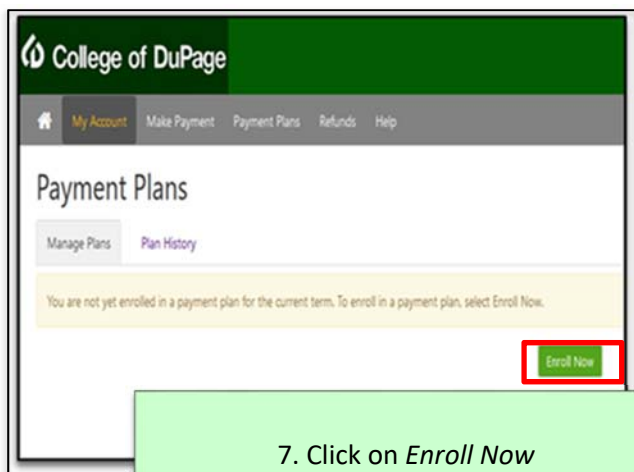
4. Select the applicable term from the drop-down box, click *Continue*



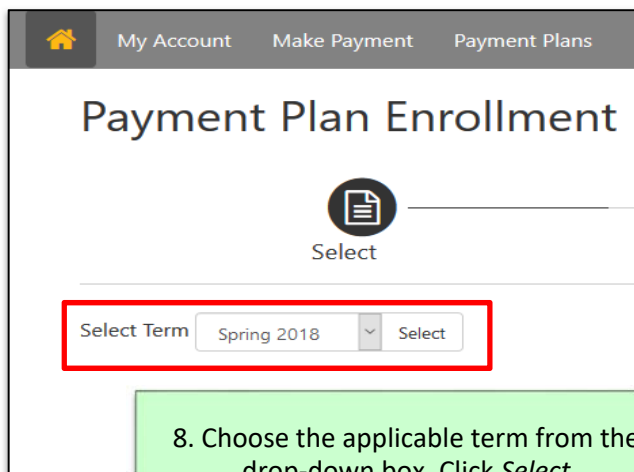
5. Read through *Payment Plan Terms and Conditions*, check the box agreeing to the terms, then click *Continue*



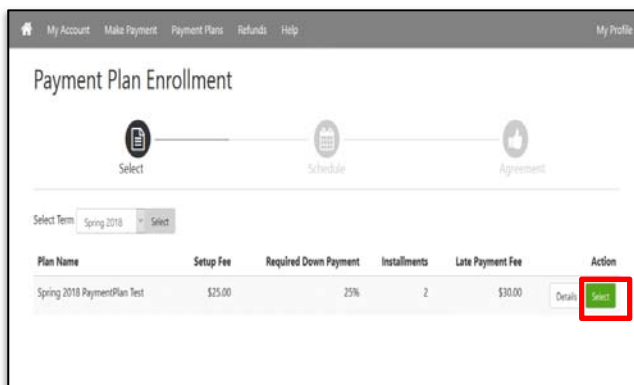
6. Select *Payment Plans* from the menu bar at the top of the page



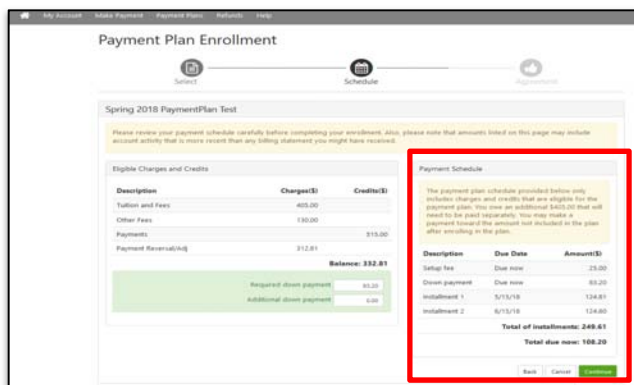
7. Click on *Enroll Now*



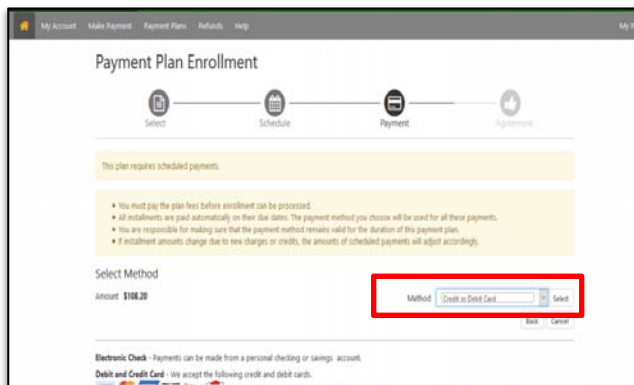
8. Choose the applicable term from the drop-down box, Click *Select*



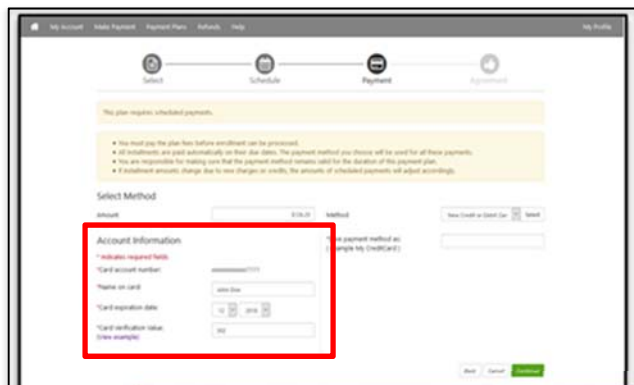
9. A list of available payment plans will appear. Choose the payment plan which best suits you, click *Select*



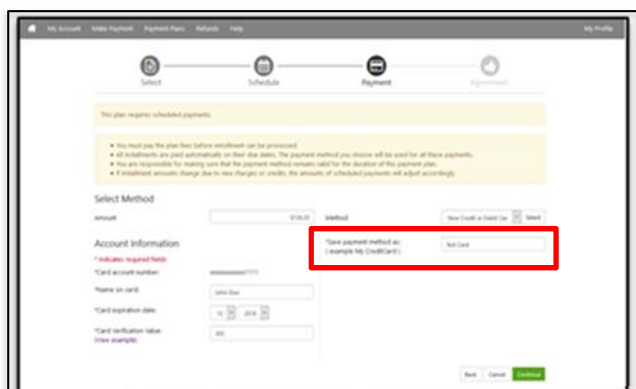
10. The payment schedule will appear. Read through the payment details, click *Continue*



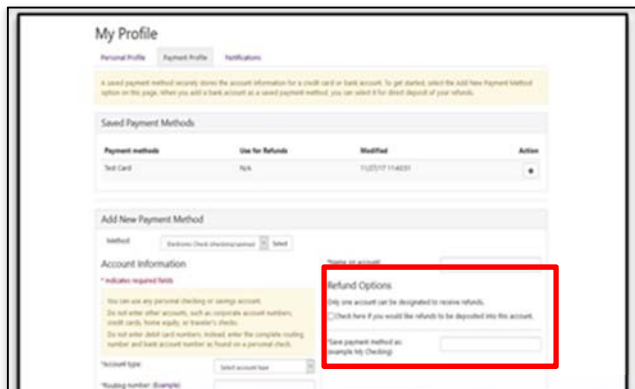
11. Choose the payment method from the drop-down box, click *Select*



12. Enter the card/bank account information corresponding to the payment method, double check the information is correct, then proceed to the next step



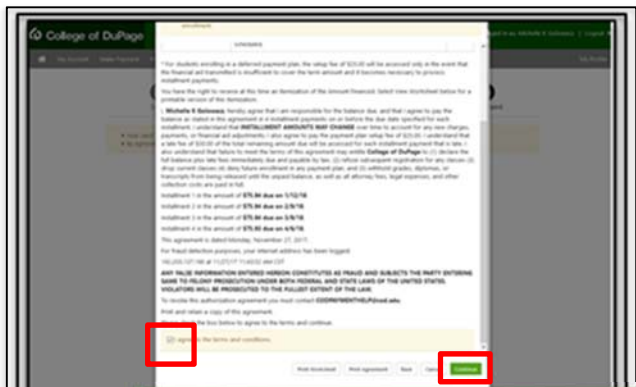
13. Enter a name to help you identify the payment method in the future



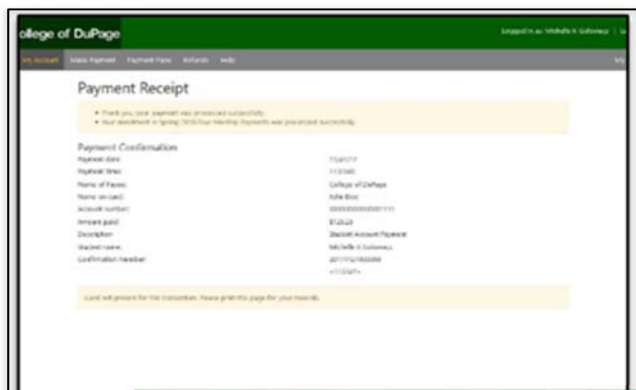
14. If your selected payment method is Electronic Check, check the box on the right-hand side to enroll in eRefunds. Click *Continue*



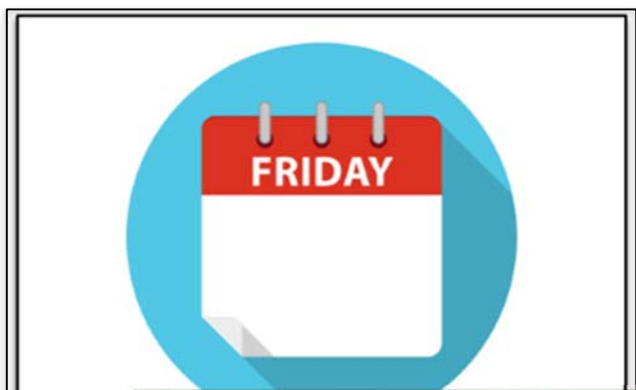
15. The *Payment Plan Agreement* will appear. Read through the agreement in its entirety



16. At the bottom of the *Payment Plan Agreement*, check the box agreeing to the terms, then click *Continue*



17. The *Payment Receipt* will appear. Print the receipt for your records



18. It is recommended you set calendar reminders for the scheduled payments. If the payment is late, you will be charged a \$30 late fee and you run the risk of being dropped from your class(es)