Payment Plans: Steps to Enroll

College of DuPage requires all students to pay their account balance in full or enroll in one of our flexible payment plans at the time of registration. This applies to all students registering for classes, including students utilizing financial assistance. See cod.edu/paymentpolicy for more information.

Follow these simple instructions to enroll in a payment plan:

1. Navigate to the student portal by typing inside.cod.edu into the address bar of the browser, then log in.
2. Locate the myACCESS menu.
3. Click MYACCESS FOR STUDENTS.
4. Select Student Payment Information.
5. Select Enroll in Payment Plan.
6. Select the applicable term from the drop-down, then click Continue.
7. Read through the Payment Plan Terms and Conditions, check the box agreeing to the terms, then click Continue.

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

9. Click on Enroll Now.

10. Choose the applicable term from the drop-down box, then click Select.

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

12. The payment schedule will appear. Read through the payment details, then click Continue.
13. Choose the payment method from the drop-down box, click *Continue*.

14. Enter the card/bank account information corresponding to the payment method. Double-check the information entered is correct.

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

16. If your selected payment method is electronic check, check the box on the right-hand side under *Refund Options* to enroll in eRefunds (direct deposit).

17. Click *Continue*.

18. The payment plan agreement will appear. Read the agreement in its entirety.
19. At the bottom of the payment plan agreement, check the box agreeing to the terms and conditions, then click *Continue*.

20. The payment receipt will appear. Print the receipt for your records.

21. 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).

22. Keep an eye on your student email! You will receive a payment reminder email three days before your scheduled payment.