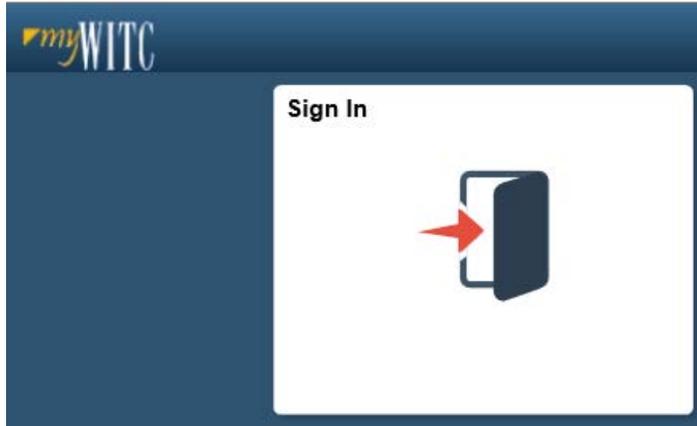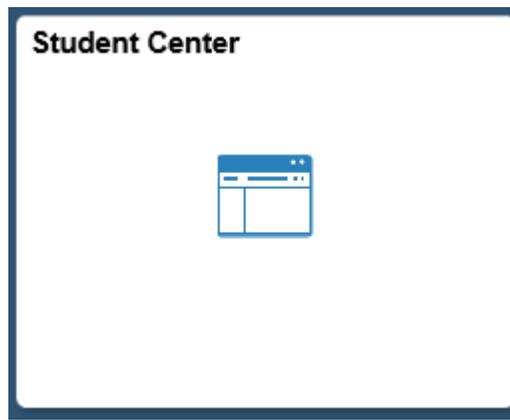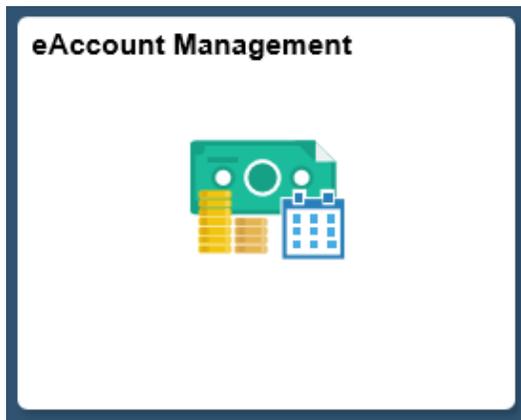TBP Student/Payment Plans -
This is for students that do not sign up for auto withdraw at the time of payment plan enrollment

1. Sign In to **MyWITC** at www.witc.edu/mywitc using your **Student ID** and **Password**
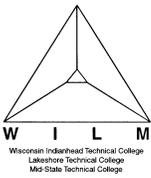

2. The **Student Homepage** will display, click on the **eAccount Management** tile or the **Student Center** tile and in the **Finances** section, click on **eAccount Management.**

3. Student Center **Finances** section, **eAccount Management** link:

You will be redirected to WITC's eAccount Management secure website (make sure the pop-up blocker is turned off on your computers internet settings)

4. Log into **WITC eAccount Management** (use your same **Student ID** and **Password** as **MyWITC**)

5. Once logged in you will see options along the top of your screen to enroll in a payment plan and manage all of your WITC eAccount information. Click on **Payment Plans** on the toolbar**.**

6. In the **Currently Enrolled Plan,** you can select **Schedule** or **Pay Next Installment**.

a) Click on the **Schedule** link under **Action**. Note: you must schedule each installment separately.

b) **Pay Next Installment -** VERIFY PAYMENT DATE: This is the date the payment will be debited to your credit card, checking, or savings account.
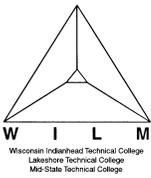
Payment Plans

Available Payment Plans

There are no active plans available at this time.

Currently Enrolled Plans

You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to Payments .

Plan Name:			Fall 2017 3 Install $600 or more prior to 10/10/17	View Agreement				
Enrolled by:			TestF ITC				
Term:			Fall 2017				
Enrollment date:			6/2/17				
Payoff amount:			$700.00	Pay off Plan			

Installment	Amount Due	Due Date	Status	Payer	Payment date	Payment method	Action
Fall 2017 3 Install $600 or more prior to 10/10/17 -- Installment 1 of 3	200.00	9/11/17	Unpaid				Schedule
Fall 2017 3 Install $600 or more prior to 10/10/17 -- Installment 2 of 3	250.00	10/11/17	Unpaid				Schedule
Fall 2017 3 Install $600 or more prior to 10/10/17 -- Installment 3 of 3	250.00	11/9/17	Unpaid				Schedule
Pay Next Installment							

7. Review the **Payment Amount** and **Payment Date** fields and change if needed. Click **Continue**.

Payment Plan Installment Payment

Amount	Payment method	Confirmation	Payment Receipt

Fall 2017 3 Install $600 or more prior to 10/10/17 -- Installment 1 of 3

		Payment Options
Enrollment date:	6/2/17	Payment amount:
Amount Due:	$200.00	$ 200.00
Due Date:	9/11/17	Payment date:
		9/11/17

Cancel   Continue

8. **Select Payment Method** from the drop-down. You can use a saved payment method or enter new payment information. Click on **Select**.

Payment Plan Installment Payment

Amount	Payment method	Confirmation	Payment Receipt

Select Payment Method

Payment amount: $200.00
Payment method:

[Select Payment Method ▾]

[Select] [Back] [Cancel]

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Debit and Credit Card - We accept the following credit and debit cards.

9. Review payment information. To change, click the **Back** button. If information is correct, click **Schedule Payment**.

Payment Plan Installment Payment

Amount	Payment method	Confirmation	Payment Receipt

Submit Payment
Please review the transaction details, then submit your payment.

Payment date:	9/11/17
Payment amount:	$200.00
Account type:	
Routing number:	
Account number:	
Name on Account	Test Student
Billing address:	
City:	
State/Province:	
Postal Code:	
E-mail:	
Accept refunds:	No
Payment profile name:	Test Savings Primary
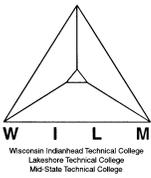
[Schedule Payment] [Back] [Cancel]

10. You will receive the message **"Thank you, you have successfully scheduled your payment(s) for (date)"**. Under **Pending** Payments, you will now see your first payment has been scheduled. Under **Payment Plan Installments**, click **Schedule** and follow the above steps to schedule additional payment plan installments.

Account Payment

Thank you, you have successfully scheduled your payment(s) for 9/11/17.

Current Account Status	
Student Accounts	
Balance:	$700.00
Payment Plans	
Fall 2017 3 Install $600 or more prior to 10/10/17	$700.00
Other Charges	
Not Included in Plan:	$0.00

Make a Payment   View Account Activity

Payment Plan Installments

Installment Description	Enrollment date	Amount Due($)	Due Date	Action
Fall 2017 3 Install $600 or more prior to 10/10/17 -- Installment 2 out of 3	6/2/17	250.00	10/11/17	Schedule
Fall 2017 3 Install $600 or more prior to 10/10/17 -- Installment 3 out of 3	6/2/17	250.00	11/9/17	Schedule

Pay Next Installment

Pending Payments

The payments listed on this page will be automatically completed on the dates shown.

Payment Description	Payer	Payment date:	Amount($)	Action
Fall 2017 3 Install $600 ... -- Installment 1 of 3	TestF ITC	9/11/17	200.00	Edit | Delete