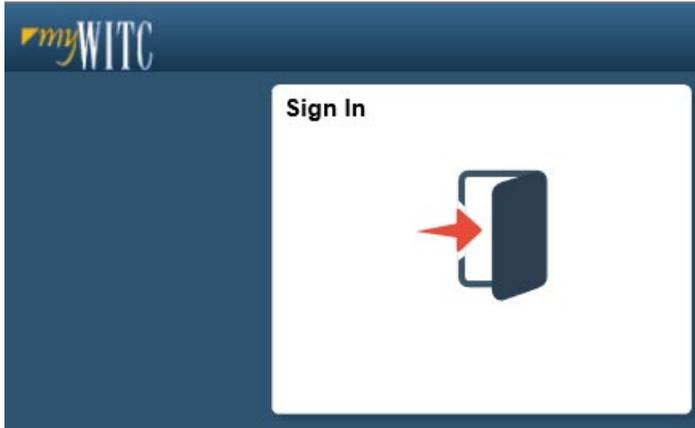
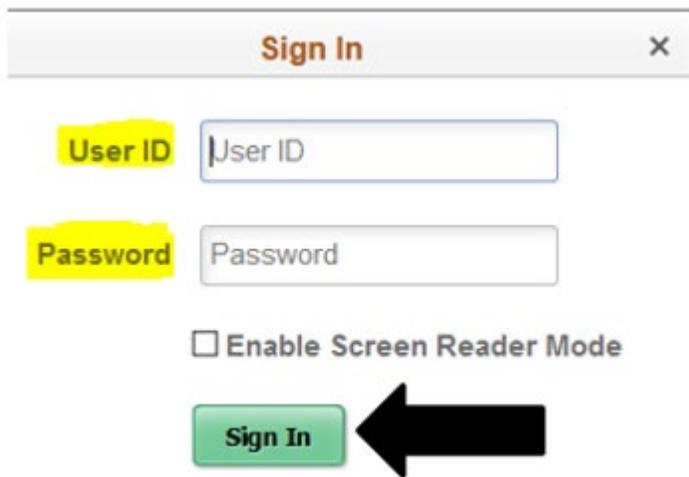


HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

- 1) Go to **MyWITC**. Click on the **Sign In** tile.



- 2) Enter your **Student ID** and **Password**. Click on **Sign In**.

A screenshot of the 'Sign In' form. The form is titled 'Sign In' in orange text with a close button (X) in the top right corner. Below the title, there are two input fields: 'User ID' and 'Password'. The labels 'User ID' and 'Password' are highlighted in yellow. Below the input fields, there is a checkbox labeled 'Enable Screen Reader Mode'. At the bottom of the form, there is a green 'Sign In' button with a large black arrow pointing to it from the right.

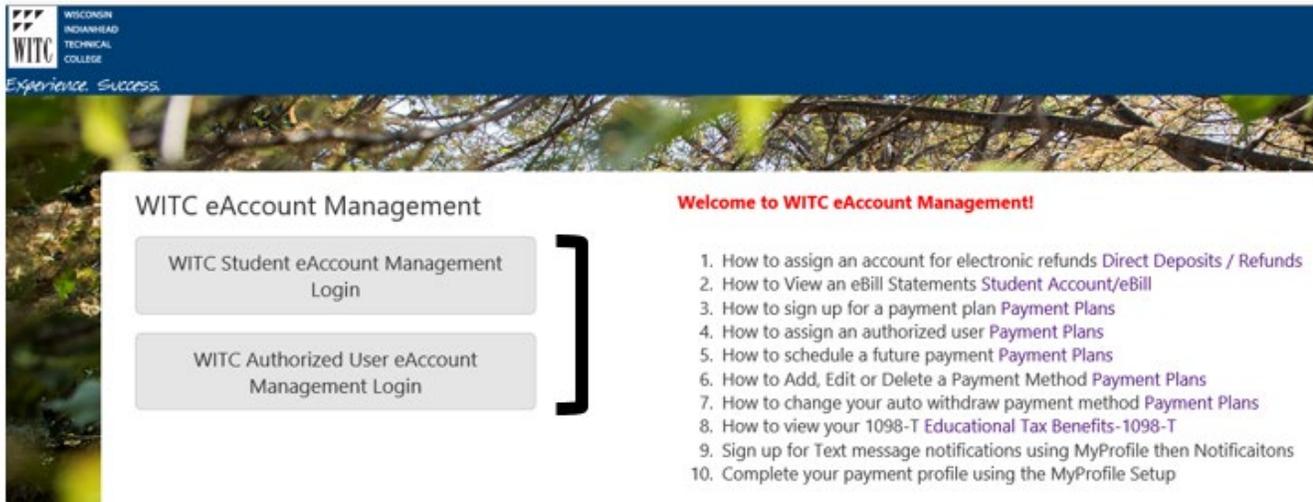
- 3) The **Student Homepage** will display, click on the **eAccount Management** tile.



HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

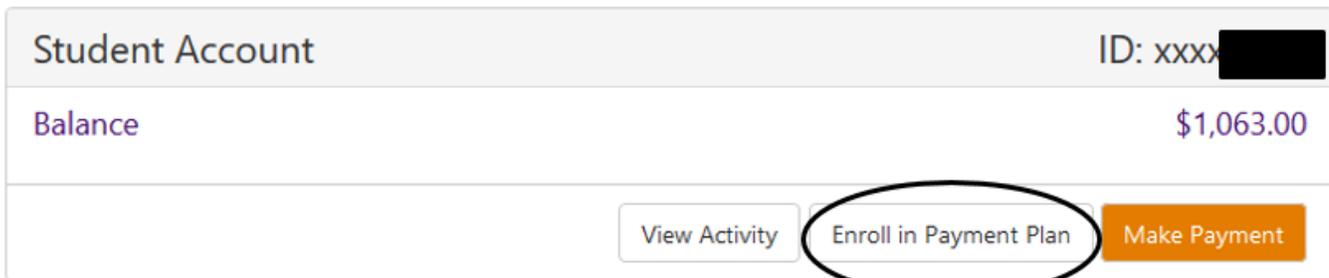
You will be redirected to WITC's eAccount Management secure website (make sure the pop-up blocker is turned off on your computers internet settings)

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



5) Once logged in, on the Home Page you are able to enroll in a Payment Plan by one of two options:
 A) in the **Student Account** section, click on the **Enroll in Payment Plan** radio button, or
 B) along the top of your screen in the toolbar, click on **Payment Plans** and then click on the **Enroll Now** radio button.

Option A: click on **Enroll in Payment Plan**



Option B: click on **Payment Plans** on the top toolbar and then **Enroll Now**



HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

Payment Plans

[Manage Plans](#) [Plan History](#)

You are not yet enrolled in a payment plan for the current term.
There are active plans for which you may be eligible to enroll.



- 6) Click on the drop-down for **Select Term** to view available plans. Select the appropriate term and click on **Select**. Note: If the term you are looking for is not in the drop-down, either the payment plan enrollment period is not open yet or it is closed.

[Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#)

Payment Plan Enrollment

Select Term ←

- 7) Under **Plan Name**, click on **Details** to view the details of the Payment Plan. Click on the **Select** radio button from either **Details** or under **Action** of the **Plan Name** (screen print below) to continue with payment plan enrollment.

Payment Plan Enrollment

Select Term

Plan Name	Installments	Action
Summer Payment Plan - 2 Installment	2	<input type="button" value="Details"/> <input type="button" value="Select"/> ←

- 8) Review the Payment Plan Enrollment information for **Plan Description, Eligible Charges and Credits** and **Payment Schedule**. Under **Plan Description**, click on the **Show More** to see the whole description.

HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

Payment Plan Enrollment



Select



Schedule



Agreement

Summer Payment Plan - 2 Installment

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Plan Description

Summer 2020 term 1204 WITC 2 installment Payment Plan: Students may self enroll into this payment plan and pay off their fees in 2 installments if their outstanding term fees, less anticipated financial aid are \$900.00 or more. This payment plan option is considered an educational loan with WITC. While enrolling in a payment plan a student may elect to schedule their installment payments for auto withdrawal from their checking or savings account, or to have their credit card auto debited. The first installment is due June 5, 2020 and the second installment is due July 5, 2020. Exact dates are listed in pay

Show More

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition & Fees	1,063.00	
		Balance: 1,063.00

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional \$0.00

Description	Due Date	Amount paid:(\$)	Amount Due:(\$)
Installment 1	6/5/20	0.00	531.50
Installment 2	7/5/20	0.00	531.50
		Total Amount Paid: 0.00	
		Total of installments: 1,063.00	

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

- Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

 No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back

Cancel

Continue

9) Under **Set up Automatic Payments**, would you like to set up payments to be made automatically on the dates shown above? Select **Yes** to schedule your payments to automatically be made on each due date or **No** to come back and make each payment on or before the due date. **Note: for how to set up automatic payments see #16 (Electronic Checking/Savings) or #19 (Credit or Debit Card).**

HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

- A) For this example, the selection is “**No, I don’t want to set up payments. I will come back and make each payment on or before the due date.**” Click on **Continue**.

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

- 10) Read the **Payment Plan Agreement**. Use the scroll bar on the right if needed to see the whole **Agreement**. If you agree to the terms and conditions, click the “**I agree to the terms and conditions**” check box and click the **Continue** button. Note: there are additional radio buttons to “**Print Plan Amounts, Print Agreement, Back, Cancel or Continue**.”

HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

Payment Plan Agreement

- You must scroll through the full agreement and select "I agree" to continue.
- Your card information has been saved.

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$0.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$1,063.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$1,063.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty.

I, [REDACTED] hereby verify that I am age 18 or older when entering into this agreement. I agree to pay the balance deferred as stated in this agreement in 2 installment payments on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I understand that I am liable to Wisconsin Indianhead Technical College, hereby referred to as WITC, for the full payment of fees even if I withdraw from a course(s) or completely withdraw from WITC. If I withdraw from a course(s) or completely withdraw from WITC during the refund period, (in accordance with the State of Wisconsin Technical College System Refund Policy), any refund issued will be credited to this Contract for Payment with WITC. I agree to pay the WITC business office on or before the installment due date indicated below. If the installment payments are not made by the dates indicated, WITC will forward its bill for fees to a collection agency and/or the Wisconsin Taxpayer Revenue Intercept Program (TRIP). In that event, I agree to pay any additional collection or legal charges which will be added to the outstanding fees due and owing to WITC. I promise to pay WITC the full amount owed even if I do not receive financial aid. I understand that if the full amount of this contract is not paid by the installment dates indicated below, I will be restricted from receiving, but not limited to, the following services: registration for additional courses, requests for official transcripts, and receiving a graduation diploma. If I receive financial aid through the WITC Financial Aid office I give WITC permission to credit my account for the amount due and owing to WITC. For the purpose of negotiating any type of student financial aid I may be eligible to receive, I have granted to WITC the power of attorney to sign or endorse any instrument issued to me and necessary to credit my account. I understand the nature of my obligation and the consequences of my failure to pay these fees as set forth herein.

Installment 1 in the amount of \$531.50 due on 6/5/20
Installment 2 in the amount of \$531.50 due on 7/5/20

I am at least 18 years of age and understand that checking the I agree box and continuing represents my electronic signature and I agree to the terms and conditions of this contract to include any recurring debit or credit entries to my depository or credit/debit card account as listed above. I understand that an attempt against my credit/debit card account to obtain funds will occur on a nightly basis after the installment due date until the installment amount has been satisfied. This agreement is dated 04/27/2020 10:01:21 AM CDT.

For fraud detection purposes, your internet address has been logged:
[REDACTED] at 04/27/2020 10:01:21 AM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

agree to the terms and conditions.

Print Plan Amounts Print Agreement Back Cancel Continue



HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

- 11) Please wait while the system is processing



- 12) When you are successfully enrolled in the payment plan, you will see the message **Your enrollment in (name of plan) was processed successfully**. The details of your payment plan will display in the box below. There are options to **View Agreement**, **Pay off Plan** or **Pay Next Installment** by clicking on the appropriate radio button.

Payment Plans

Manage Plans

Plan History

Your enrollment in Summer Payment Plan - 2 Installment was processed successfully.



You are not yet enrolled in a payment plan for the current term.

There are active plans for which you may be eligible to enroll.

Enroll Now

Summer Payment Plan - 2 Installment

Plan name	Summer Payment Plan - 2 Installment	Payoff amount	\$1,063.00
Enrolled by	[REDACTED]		
Enrollment date	4/27/20		
Term	Summer 2020		

View Agreement

Pay off Plan

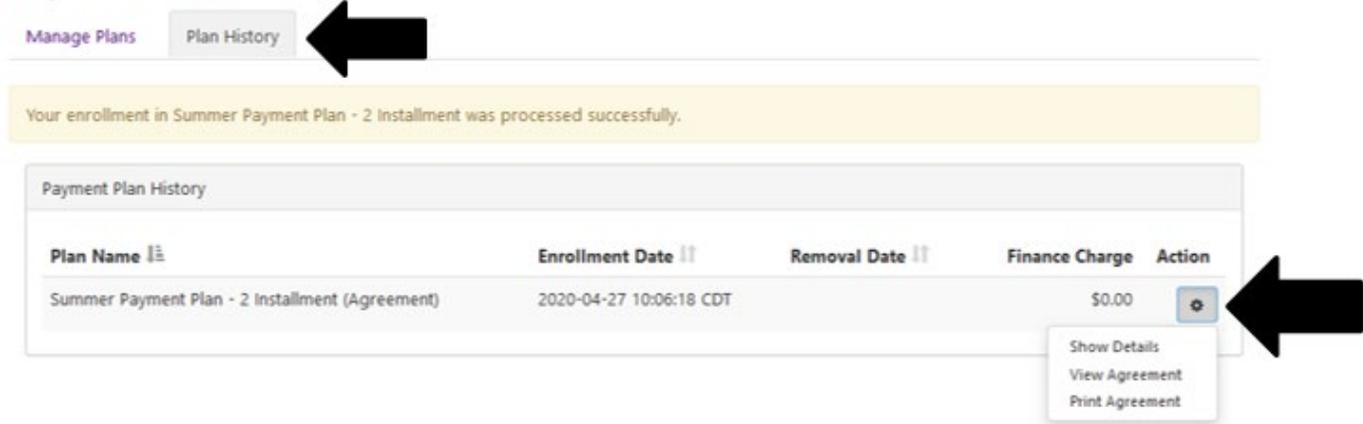
Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Summer Payment Plan - 2 Installment -- Installment 1 of 2	6/5/20	Unpaid				\$531.50	
Summer Payment Plan - 2 Installment -- Installment 2 of 2	7/5/20	Unpaid				\$531.50	

Pay Next Installment

HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

- 13) The **Plan History** tab will show past and/or current payment plan enrollments. Under the **Action** icon, the options are **Show Details**, **View Agreement** or **Print Agreement**.

Payment Plans

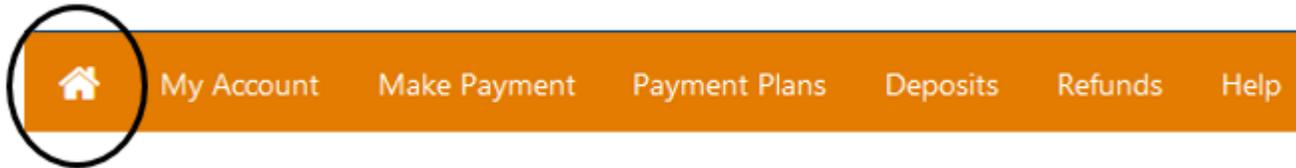


Manage Plans Plan History

Your enrollment in Summer Payment Plan - 2 Installment was processed successfully.

Plan Name	Enrollment Date	Removal Date	Finance Charge	Action
Summer Payment Plan - 2 Installment (Agreement)	2020-04-27 10:06:18 CDT		\$0.00	Show Details View Agreement Print Agreement

- 14) Click on the **Home** icon in the toolbar at the top of the screen to the left of "**My Account**".



- 15) The **Payment Plans** section will show current payment plan enrollment.

HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS



To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account	ID: xxx[REDACTED]
Balance	\$1,063.00
View Activity Enroll in Payment Plan Make Payment	

Payment Plans			
Summer Payment Plan - 2 Installment			\$1,063.00
Description	Due Date	Amount	Action
Installment 1 of 2	6/5/20	\$531.50	
Installment 2 of 2	7/5/20	\$531.50	
Balance Not Included in Plan			\$0.00

HOW TO SETUP AUTOMATIC PAYMENTS WITH ELECTRONIC CHECK (CHECKING/SAVINGS)

- 16) Under **Set up Automatic Payments**, would you like to set up payment to be made automatically on the dates shown above? Select **Yes** to schedule your payments to automatically be made on each due date or **No** to come back and make each payment on or before the due date.
- A) For this example, the selection is **“Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date”**. Click on **Continue**.

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

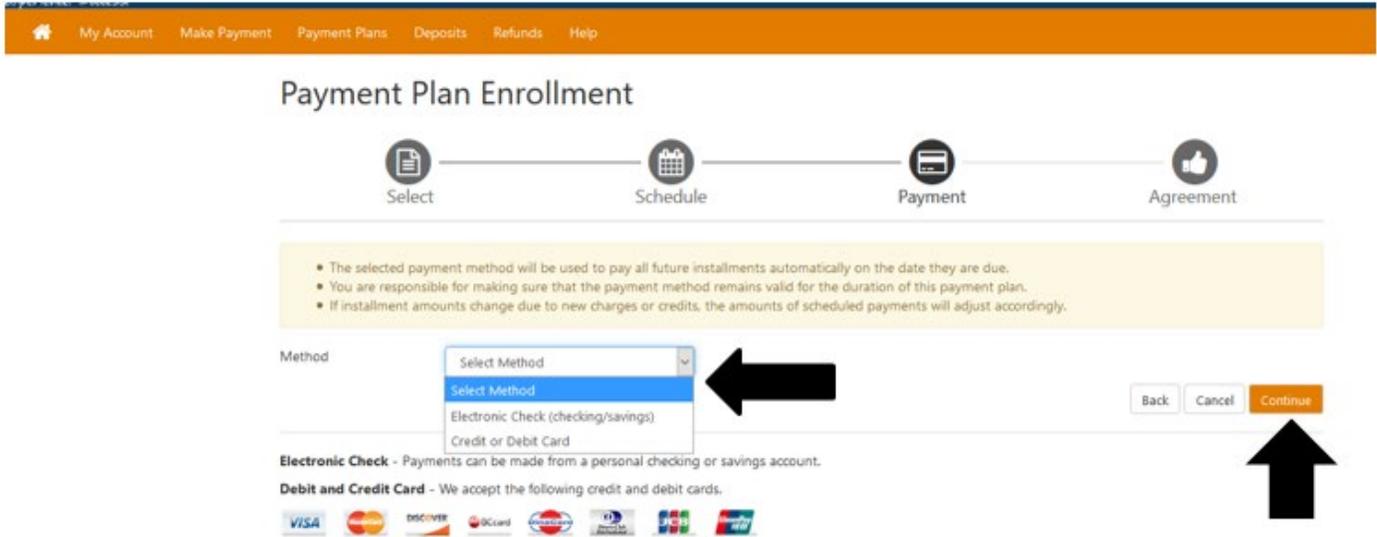
Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

 No, I don't want to set up payments. I will come back and make each payment on or before the due date.

[Back](#)
[Cancel](#)
[Continue](#)

HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

- 17) Read the **Payment Plan Enrollment**. At the bottom of the screen, review the payment options. Under **Method**, select **Electronic Check (Checking/Savings)**. Click on **Continue**.



- 18) Enter information in required fields (*). Enter a name for your payment method in “**Save payment method as**”. If you would like to use this account for Electronic Refunds, or eRefund, under **Refund Options**, click on the link for “**Security Settings**”. You must enroll in Two-Step Verification to save this as a Refund Method. Click **Continue** to proceed to the agreement page (Step 23).

HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

Payment Plan Enrollment



Select



Schedule



Payment



Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method

Electronic Check (checking/savings)

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

*Save payment method as: (example My Checking)

Refund Options

You must enroll in Two-Step Verification to save this as a Refund Method. Please proceed to [Security Settings](#) in My Profile to enroll.

HOW TO SETUP AUTOMATIC PAYMENTS WITH CREDIT OR DEBIT CARD

19) Under **Set up Automatic Payments**, would you like to set up payment to be made automatically on the dates shown above? Select **Yes** to schedule your payments to automatically be made on each due date or **No** to come back and make each payment on or before the due date.

A) For this example, the selection is **“Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date”**. Click on **Continue**.

HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

 No, I don't want to set up payments. I will come back and make each payment on or before the due date.

- 20) Read the **Payment Plan Enrollment**. At the bottom of the screen, review the payment options. Under **Method**, select **Credit or Debit Card**. Click on **Continue**.

[Home](#) | [My Account](#) | [Make Payment](#) | [Payment Plans](#) | [Deposits](#) | [Refunds](#) | [Help](#)

Payment Plan Enrollment

Select — Schedule — Payment — Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method

Select Method
 Select Method
 Electronic Check (checking/savings)
 Credit or Debit Card

Electronic Check - Payments can be made from a personal checking or savings account.
Debit and Credit Card - We accept the following credit and debit cards.

- 21) Enter the **Card Number** in the required field (*). Click on **Continue**.

Payment Plan Enrollment

Select — Schedule — Payment — Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method

Credit or Debit Card

Account Information

** Indicates required fields*

*Card number:

HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

- 22) Enter information in required fields (*). Enter a name for your payment method in ***Save payment method as**. Click **Continue** to proceed to the agreement page.


Select


Schedule


Payment


Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method Credit or Debit Card

Account Information

** Indicates required fields*

*Card account number: XXXXXXXXXXXX [REDACTED]

*Name on card:

*Card expiration date: [REDACTED] [REDACTED]

*Card Verification Value:
[\(View example\)](#)

Cardholder Billing Information

*Country: UNITED STATES

*Billing address:

Billing address line two:

*City:

*State: Select State

* Postal Code:

*Save payment method as:
(example My CreditCard)

Back
Cancel
Continue

- 23) Read the **Payment Plan Agreement**. Use the scroll bar on the right if needed to see the whole **Agreement**. If you agree to the terms and conditions, click the **I agree to the terms and conditions** check box and click the **Continue** button.

HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

Payment Plan Agreement

- You must scroll through the full agreement and select "I agree" to continue.
- Your card information has been saved.

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$0.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$1,063.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$1,063.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty.

I, [REDACTED] hereby verify that I am age 18 or older when entering into this agreement. I agree to pay the balance deferred as stated in this agreement in 2 installment payments on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I understand that I am liable to Wisconsin Indianhead Technical College, hereby referred to as WITC, for the full payment of fees even if I withdraw from a course(s) or completely withdraw from WITC. If I withdraw from a course(s) or completely withdraw from WITC during the refund period, (in accordance with the State of Wisconsin Technical College System Refund Policy), any refund issued will be credited to this Contract for Payment with WITC. I agree to pay the WITC business office on or before the installment due date indicated below. If the installment payments are not made by the dates indicated, WITC will forward its bill for fees to a collection agency and/or the Wisconsin Taxpayer Revenue Intercept Program (TRIP). In that event, I agree to pay any additional collection or legal charges which will be added to the outstanding fees due and owing to WITC. I promise to pay WITC the full amount owed even if I do not receive financial aid. I understand that if the full amount of this contract is not paid by the installment dates indicated below, I will be restricted from receiving, but not limited to, the following services: registration for additional courses, requests for official transcripts, and receiving a graduation diploma. If I receive financial aid through the WITC Financial Aid office I give WITC permission to credit my account for the amount due and owing to WITC. For the purpose of negotiating any type of student financial aid I may be eligible to receive, I have granted to WITC the power of attorney to sign or endorse any instrument issued to me and necessary to credit my account. I understand the nature of my obligation and the consequences of my failure to pay these fees as set forth herein.

Installment 1 in the amount of \$531.50 due on 6/5/20
Installment 2 in the amount of \$531.50 due on 7/5/20

I am at least 18 years of age and understand that checking the I agree box and continuing represents my electronic signature and I agree to the terms and conditions of this contract to include any recurring debit or credit entries to my depository or credit/debit card account as listed above. I understand that an attempt against my credit/debit card account to obtain funds will occur on a nightly basis after the installment due date until the installment amount has been satisfied. This agreement is dated 04/27/2020 10:01:21 AM CDT.

For fraud detection purposes, your internet address has been logged:
[REDACTED] at 04/27/2020 10:01:21 AM CDT

ANY FALSE INFORMATION ENTERED HEREON CONSTITUTES AS FRAUD AND SUBJECTS THE PARTY ENTERING SAME TO FELONY PROSECUTION UNDER BOTH FEDERAL AND STATE LAWS OF THE UNITED STATES. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

agree to the terms and conditions.

Print Plan Amounts Print Agreement Back Cancel Continue



HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

24) Please wait while the system is processing



25) When you are successfully enrolled in the payment plan, you will see the message **Your enrollment in (name of plan) was processed successfully**. The details of your payment plan will display in the box below. There are options to **View Agreement**, **Pay off Plan**, **Update all methods** or **Pay Next Installment** by clicking on the appropriate radio button.

Payment Plans

Manage Plans

Plan History

Your enrollment in Summer Payment Plan - 2 Installment was processed successfully.



You are not yet enrolled in a payment plan for the current term.

There are active plans for which you may be eligible to enroll.

Enroll Now

Summer Payment Plan - 2 Installment

Plan name	Summer Payment Plan - 2 Installment	Payoff amount	\$1,063.00
Enrolled by	[REDACTED]		
Enrollment date	4/27/20		
Term	Summer 2020		

View Agreement

Pay off Plan

Installment	Due Date	Status	Payer	Payment Date	Method	Amount Due	Action
Summer Payment Plan - 2 Inst -- Installment 1 of 2	6/5/20	Scheduled	[REDACTED]	6/5/20	Test Student My Credit Card	\$531.50	
Summer Payment Plan - 2 Inst -- Installment 2 of 2	7/5/20	Scheduled	[REDACTED]	7/5/20	Test Student My Credit Card	\$531.50	

Update all methods

Pay Next Installment

HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS

- 26) The **Plan History** tab will show past and/or current payment plan enrollments. Under the **Action** icon, the options are **Show Details**, **View Agreement** or **Print Agreement**.

Payment Plans

Manage Plans

Plan History



Your enrollment in Summer Payment Plan - 2 Installment was processed successfully.

Plan Name	Enrollment Date	Removal Date	Finance Charge	Action
Summer Payment Plan - 2 Installment (Agreement)	2020-04-27 10:06:18 CDT		\$0.00	 <ul style="list-style-type: none"> Show Details View Agreement Print Agreement



- 27) Click on the **Home** icon in the toolbar at the top of the screen to the left of "**My Account**".



- 28) The **Payment Plans** section will show current payment plan enrollment. The **Scheduled Payments** section will show the details of the payment plan, due dates, payment method for scheduled payment and amount of installment.

HOW TO SIGN UP FOR A PAYMENT PLAN AND SCHEDULE AUTOMATIC PAYMENTS



To sign up for direct deposit of your refunds, complete your setup in the [Refund Account Setup](#) page.

Student Account

ID: xxx█

Balance

\$1,063.00

[View Activity](#)

[Enroll in Payment Plan](#)

[Make Payment](#)

Payment Plans

Summer Payment Plan - 2 Installment

\$1,063.00

Balance Not Included in Plan

\$0.00

Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
Summer Payment Plan - 2 Inst -- Installment 1 of 2	█	6/5/20	Test Student My Credit Card	Scheduled	\$531.50	
Summer Payment Plan - 2 Inst -- Installment 2 of 2	█	7/5/20	Test Student My Credit Card	Scheduled	\$531.50	