

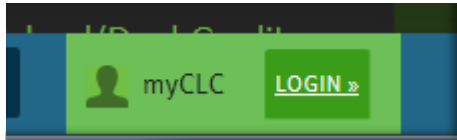
myCLC Payment Options

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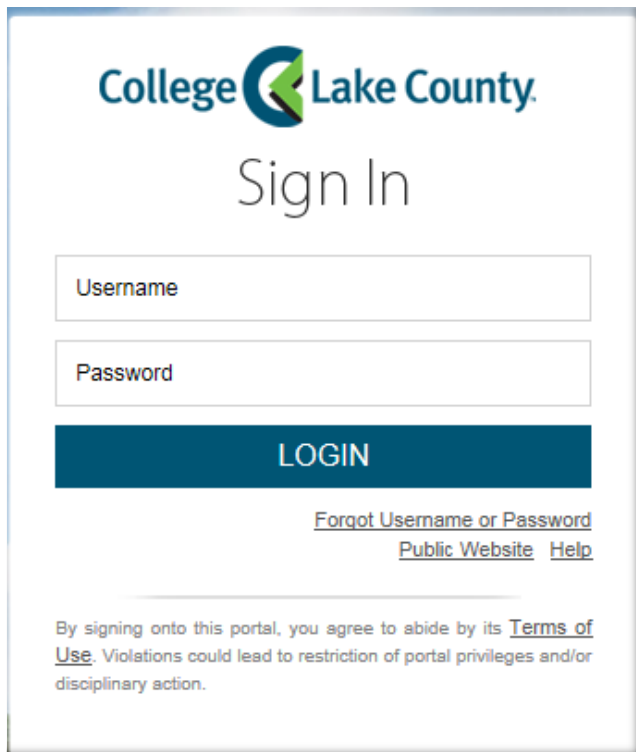
Online Payments and Payment Plans

Enroll in a Class and Payment Options

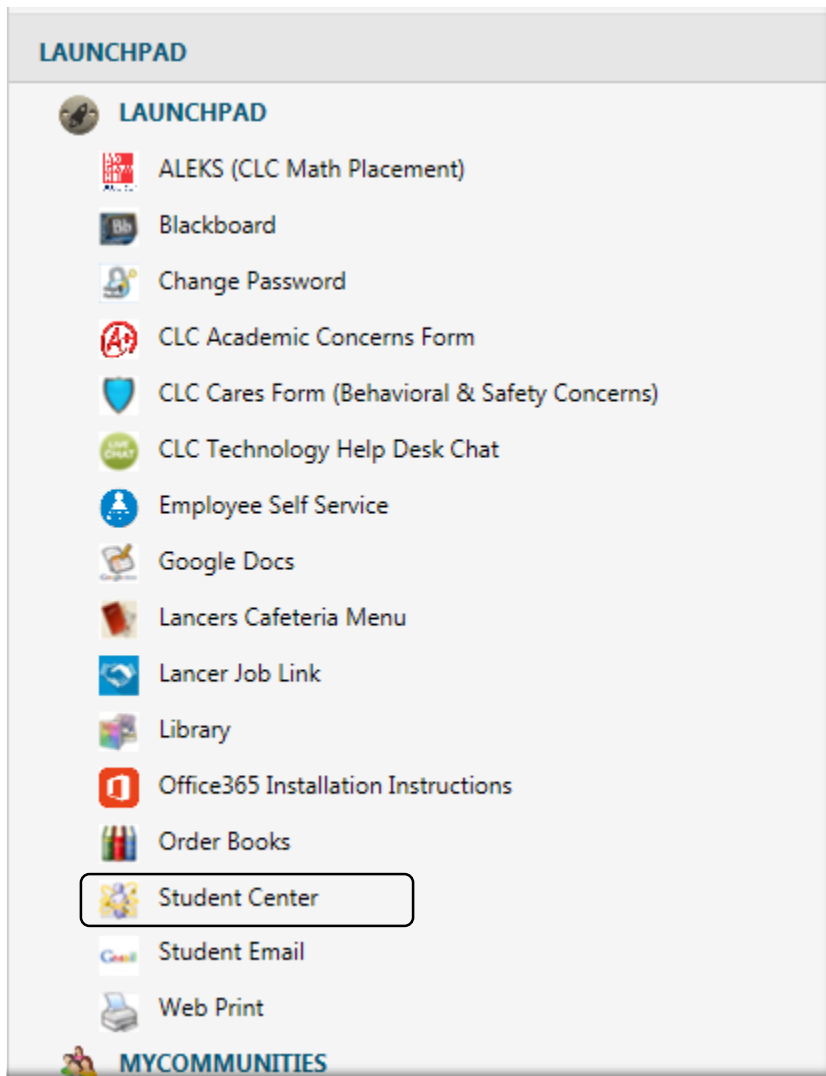
1. Login to your myCLC account by typing www.clcillinois.edu into your browser and click on LOGIN found on the bottom right corner of the webpage.



2. Enter your Username and Password. Contact the Help Desk (847-543-HELP or helpdesk@clcillinois.edu) if you have any problems logging into your account.

A screenshot of the College Lake County 'Sign In' page. The page features the college's logo at the top, followed by the text 'Sign In'. Below this are two input fields: 'Username' and 'Password'. A large blue 'LOGIN' button is positioned below the password field. To the right of the button are links for 'Forgot Username or Password', 'Public Website', and 'Help'. At the bottom, a disclaimer states: 'By signing onto this portal, you agree to abide by its [Terms of Use](#). Violations could lead to restriction of portal privileges and/or disciplinary action.'

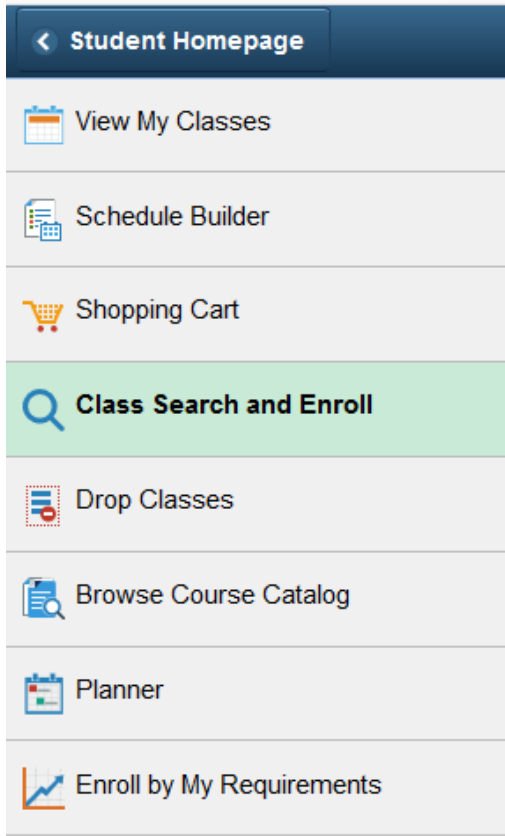
3. Click on “Student Center” found on the LAUNCHPAD to the left of the page:



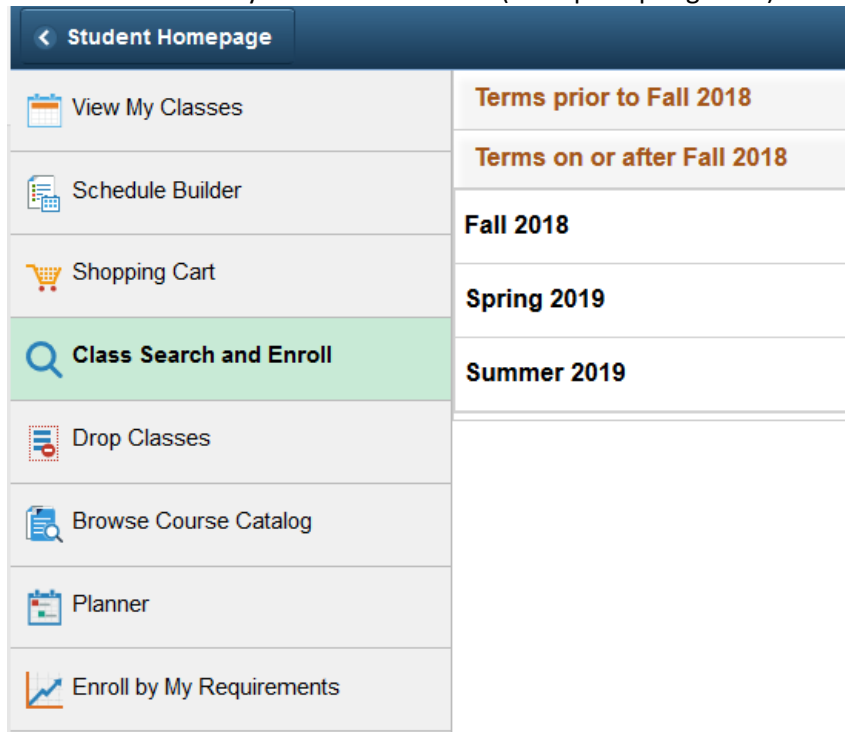
4. Click on the **Manage Classes** tile on the Student Homepage:



5. Click on **Class Search and Enroll** on the left sidebar:



4. Click on the term you want to enroll in (example: Spring 2019):



5. Search for Classes. Enter the subject, catalog number, class number, or other keywords.

Search tip: Enter only one keyword (example: ENG or Biology) then use the filters to narrow the results

View Search Results

15 Courses with keyword: Biology

BIO 111 Human Form and Function 6 Class Options Available
BIO 120 Environmental Biology 16 Class Options Available
BIO 123 Principles of Biology 16 Class Options Available
BIO 126 Local Flora 1 Class Option Available
BIO 127 Introduction to Evolution 3 Class Options Available
BIO 140 Environmental Biology without Lab 3 Class Options Available

6. To filter the results click on the criteria on the left hand side.

Example: To view only classes at the Grayslake Campus, click on the hyperlink

[← Class Search](#)

▼ **Class Status**

[Closed Classes Only](#)
[Open Classes Only](#)

▼ **Subject**

[BIO / BIO - Biology](#)

▼ **Location**

[Grayslake Campus](#)

▼ **Class Component**

[Lecture](#)
[Lecture/Lab](#)

▼ **Instruction Mode**

[Independent Study](#)
[Lab/ Lecture-Lab](#)
[Lecture](#)

▼ **Requirement Designation**

7. The search results will now be filtered, select a class from the list:

View Search Results

15 Courses with keyword: Biology

Grayslake Campus (x)

BIO 111

Human Form and Function
3 Class Options Available

BIO 120

Environmental Biology
14 Class Options Available

8. Select a section:


BIO 120

Environmental Biology

★ [Add to favorite courses](#)

► **Course Information**

▼ **Class Selection**

Select a class option 

[Selected Filters](#) 14 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Seats
1	Open	Regular Academic Session	4823	03/05/2019 - 05/16/2019	Multiple meeting schedules	Open Seats 13 of 15 >
2	Open	Regular Academic Session	4795	03/05/2019 - 05/16/2019	Multiple meeting schedules	Open Seats 15 of 15 >

Next >

9. Review the class selection and click Next in the top right corner of the screen

10. Enroll or Add to Shopping Cart. Enroll directly from here, or place the class in the shopping cart to finish enrolling later:

Spring 2019
 Academic Career
 College of Lake County

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> 1 Review Class Selection Complete </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #e0f0e0;"> 2 Enroll or Add to Cart Visited </div> <div style="border: 1px solid #ccc; padding: 5px;"> 3 Review and Submit Not Started </div>	<h3>Step 2 of 3: Enroll or Add to Cart</h3> <p>Do you wish to enroll or add the class to your Shopping Cart?</p> <p style="text-align: right;"> <input checked="" type="radio"/> Enroll <input type="radio"/> Add to Shopping Cart </p>
--	--

Submit

11. If everything looks correct, click **Submit**.

Are you sure you want to submit?

Yes

No

12. Click "Yes" to continue.

13. Review popup message details and click "OK" to continue.

YOU HAVE ADDED A CLASS SUCCESSFULLY, PAYMENT IS DUE THREE WEEKS FROM ENROLLMENT
 CLICK ON THE "ACCOUNT BALANCE AND PAYMENTS" LINK TO PAY IN FULL OR SETUP A PAYMENT PLAN.
 ALL FINANCIAL AID STUDENTS MUST ENROLL IN A PAYMENT PLAN.


OK

14. A successful message enrollment will appear on the page that contains payment instructions.

✓ CDAN 3 - Intermediate Ballroom Dancing

This class has been added to your schedule. Click on the "Account Balance and Payments" link to Pay in Full or Setup a Payment Plan.

15. Click on the Account Balance and Payments link found to the bottom left of page.

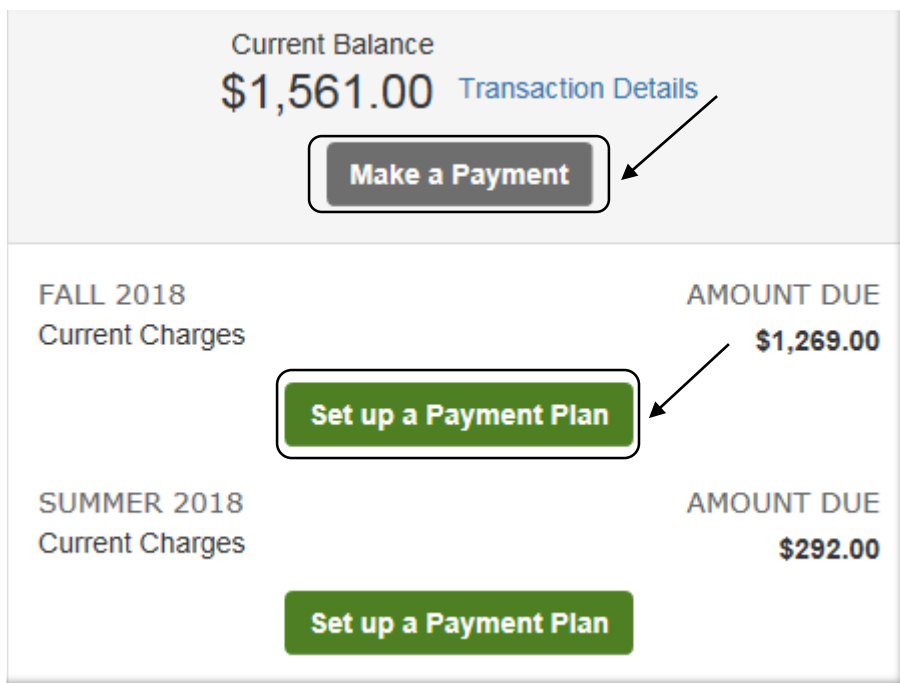
 **Account Balance and Payments**

Payment Options

16. Click on the **Payment Options** once the Account Balance page appears to make a payment or enroll in a payment plan.

This page will attempt to open up a separate window. Make sure your popup blocker is turned off when using a mobile device. Please review instructions found on the [FAQ](#) page.

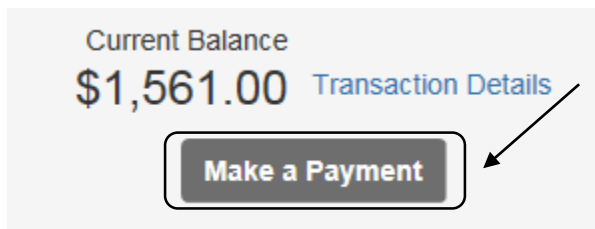
17. [New accounts](#) will have to setup a new profile. For New Account profile setup, see page 26 [Setup Profile](#).
18. Once you are on the Enterprise Home page, you will have the option to either [Make a Payment](#) or [Setup a Payment Plan](#). *If you are eligible for a Deferred Payment Plan, please review setup instructions: [Setup a Deferred Payment Plan](#).



The screenshot shows the 'Current Balance' as \$1,561.00 with a link for 'Transaction Details'. Below this is a 'Make a Payment' button. Further down, there are two sections for 'Current Charges': 'FALL 2018' with an 'AMOUNT DUE' of \$1,269.00 and 'SUMMER 2018' with an 'AMOUNT DUE' of \$292.00. Each section has a 'Set up a Payment Plan' button. Arrows point to the 'Make a Payment' button and the 'Set up a Payment Plan' button for the FALL 2018 term.

Make a Payment

1. To make a payment, click on the “ Make a Payment” option:



This screenshot is a close-up of the top section of the account balance page, showing the 'Current Balance' of \$1,561.00 and the 'Transaction Details' link. The 'Make a Payment' button is highlighted with a black border, and an arrow points to it.

2. If you are enrolled for more than one term, you will be given the option to make a payment on one term at a time and also how much you want to pay towards each term. ***Please note that**

the Student system will automatically post the payment to the oldest charge first, regardless of what is selected on this page.

Select Accounts to Pay		
ACCOUNT	CURRENT BALANCE	PAYMENT AMOUNT
<input type="checkbox"/> CLC Student Tuition ● Fall 2018	1,269.00	\$ <input type="text" value="Enter Amount"/>
<input checked="" type="checkbox"/> CLC Student Tuition ● Summer 2018	292.00	\$ <input type="text" value="292.00"/>

Next - Payment Method

- Once you have entered the payment amount, click on **Next - Payment Method** to continue.
- Select Payment Method:

Payment Method

☐ Bank Account

☒ Credit / Debit Card

5. Populate Credit Card information

All fields are required

Card Number

VISA



5431 1111 1111 1111

Account Holder Name

Test Student

Expiration Date

05



2025



Billing Address

*Country

United States



*Address

19351 W Washington St.

Apt., Suite, Bldg. (optional)

[Add Another Line](#)

*City

Grayslake

*State

Illinois



*Zip / Postal Code


60030



☒ Save credit / debit card to My Profile for future use?

Or Bank Account Information:

Bank Account Details
All fields are required
Account Holder Name

Bank Name

Account Type ☒ Checking ☐ Savings
Routing Number 

Account Number 
 

☒ Save bank account to My Profile for future use?


Save & Continue

6. Click on **Save & Continue** to Authorize payment.

Pay \$292.00 Now

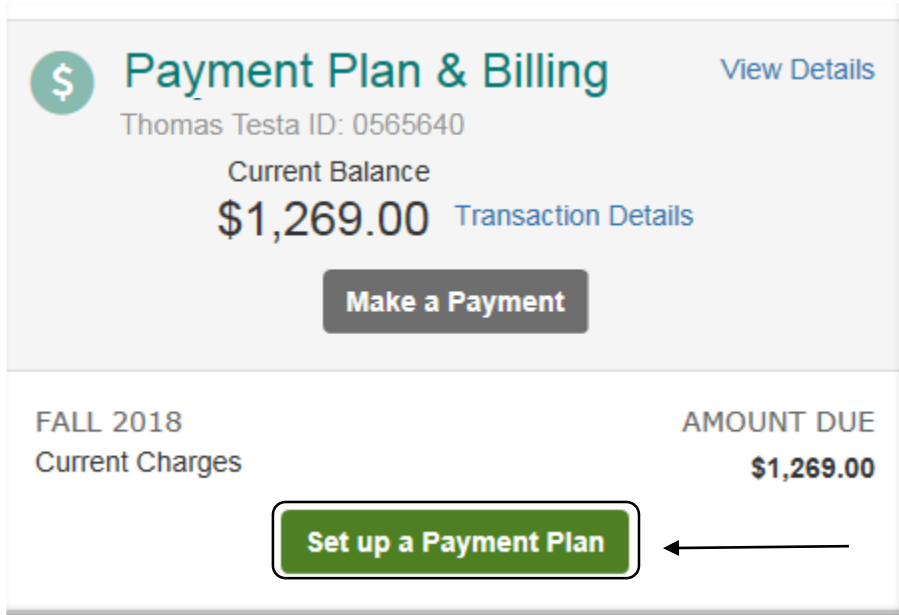
7. Click on the Pay Now button: **Pay \$292.00 Now** to Finalize payment.

8. A transaction page will be displayed with a transaction receipt number to keep for your records.

 **Thank You**
Your payment for \$292.00 has been authorized and submitted.
A transaction receipt was sent to TestAccount1@factsmgt.com

Setup a Payment Plan

1. Click on Set up a Payment Plan



The dashboard shows the user's current balance and a button to set up a payment plan. An arrow points to the 'Set up a Payment Plan' button.

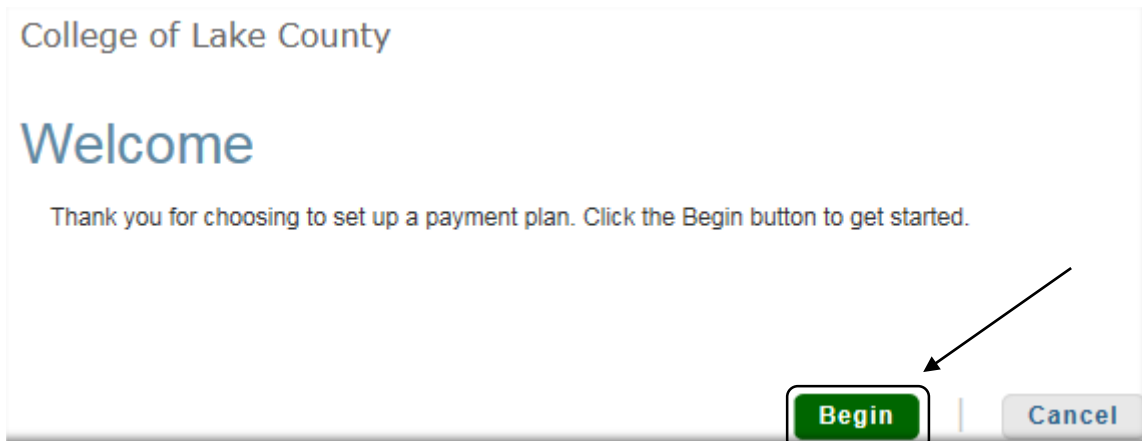
Payment Plan & Billing [View Details](#)
Thomas Testa ID: 0565640
Current Balance
\$1,269.00 [Transaction Details](#)
[Make a Payment](#)

FALL 2018
Current Charges

AMOUNT DUE
\$1,269.00

[Set up a Payment Plan](#)

2. Click on "Begin":



The welcome screen includes a 'Begin' button and a 'Cancel' button. An arrow points to the 'Begin' button.

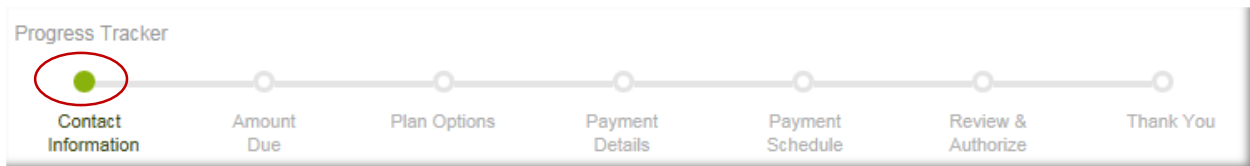
College of Lake County

Welcome

Thank you for choosing to set up a payment plan. Click the Begin button to get started.

[Begin](#) | [Cancel](#)

3. A "Progress Tracker" will appear at the top of the page to help visualize where you are in the process:



The progress tracker shows the current step in the process, which is 'Contact Information'.

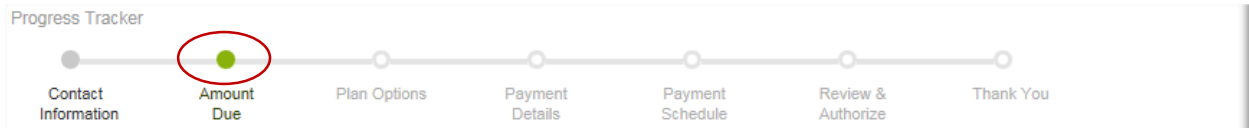
Progress Tracker

[Contact Information](#) [Amount Due](#) [Plan Options](#) [Payment Details](#) [Payment Schedule](#) [Review & Authorize](#) [Thank You](#)

4. Verify your Contact Information. You will have the ability to Edit the details if something needs to be updated:

5. Click on **Next** to continue if the contact information is accurate.
6. Verify the Amount Due:

Progress Tracker



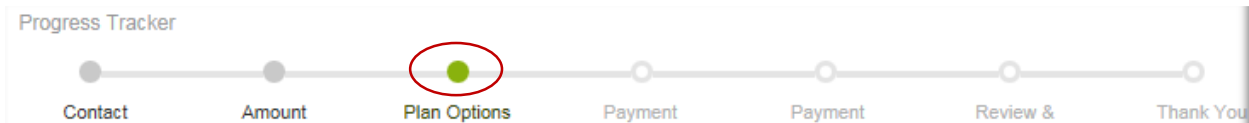
Amount Due

Name	Amount Due	
Rebecca Lischalk	1,269.00	View Details

Click on **Next** to continue.

7. The next page will display different payment options. The more installments you select, the lower your monthly payment plan will be.

Progress Tracker



Payment Plan Options

Amount Due to College of Lake County: \$1,269.00

Select a payment schedule

Show:

8. Select a Payment Method and click on **Next** to continue.

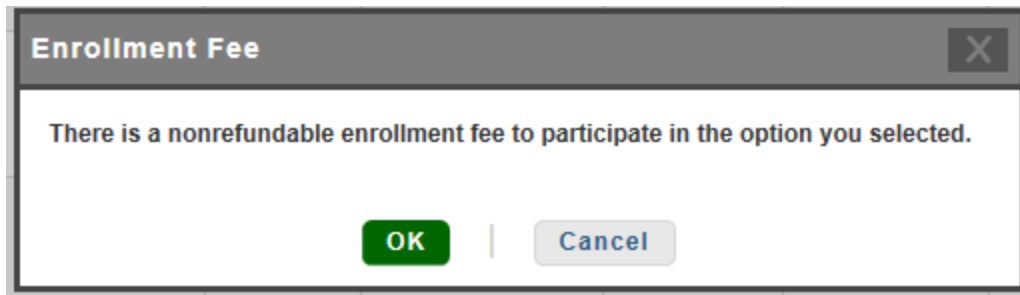
***Please note that there is a \$25.00 non-refundable fee for enrolling in a payment plan. This fee will be due at the time of enrollment.**

****Please review Deferred Payment Plan setup instructions: [Setup a Deferred Payment Plan](#) if a Deferred Monthly Payments option is displayed.**

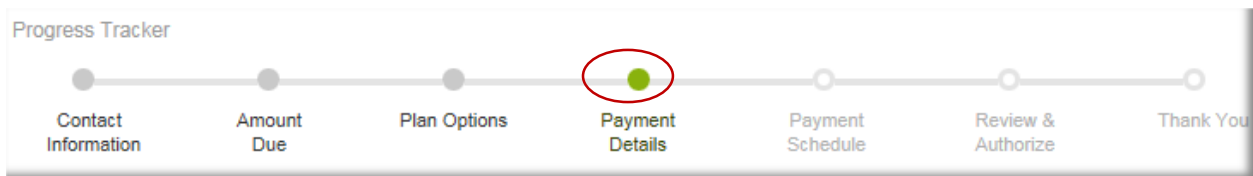
Monthly Payments

Select	Payment Method	Down Payment (Due Today)	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee (Due Today)
<input checked="" type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card 	None	6	November 2018	\$211.50	5th 20th	01 Nov 2018 16 Nov 2018	\$25.00

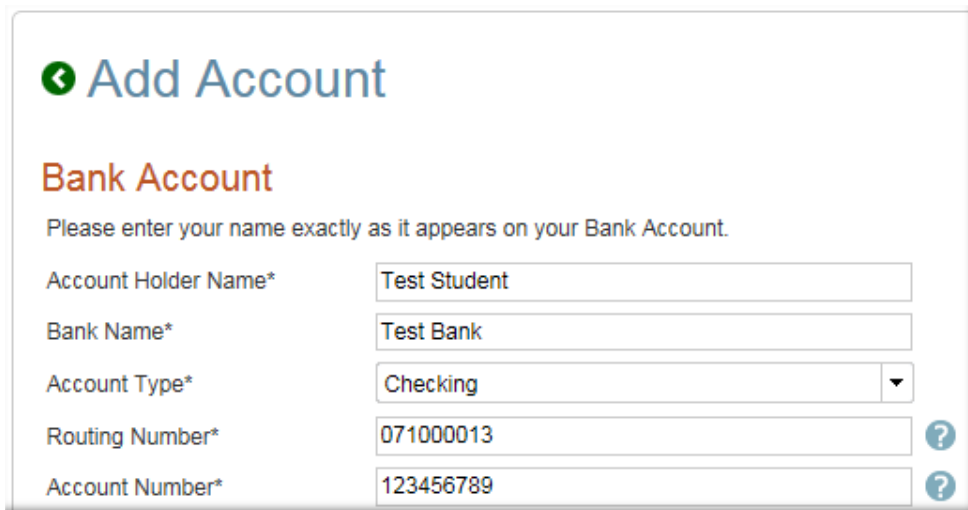
9. A popup box will appear informing you of the non-refundable fee. Click **OK** to continue.



10. At this point, you will be asked to enter Payment Details:



11. Add Bank Account Information:

A screenshot of a web form titled "Add Account". Below the title is a sub-header "Bank Account" in orange. A instruction reads: "Please enter your name exactly as it appears on your Bank Account." The form contains several input fields: "Account Holder Name*" with the value "Test Student", "Bank Name*" with the value "Test Bank", "Account Type*" with a dropdown menu showing "Checking", "Routing Number*" with the value "071000013", and "Account Number*" with the value "123456789". There are blue question mark icons to the right of the Routing Number and Account Number fields.

Click on **Save** to continue.

Or Add Credit Card Information:

◀ Add Account

Credit Card Details

Please enter your name exactly as it appears on your Credit Card.

Account Holder Name*	<input type="text" value="Test Student"/>
Card Number*	<input type="text" value="5431111111111111"/>
Card Brand*	<input type="text" value="MasterCard"/>
Expiration Date*	<input type="text" value="05"/> / <input type="text" value="2025"/>
Security Code (CVV)*	<input type="text" value="998"/> ?

Billing Address

Please enter the address as it appears on your billing statement.


Country*	<input type="text" value="United States"/>
Address Line 1*	<input type="text" value="19351 W Washington St."/>
Address Line 2	<input type="text" value="Apartment, Suite, Unit, Building, Floor, etc."/> Add
City*	<input type="text" value="Grayslake"/>
State*	<input type="text" value="Illinois"/>
ZIP/Postal Code*	<input type="text" value="60030"/>

Click on [Save](#) to continue.

12. Review Payment Details and click on **Next** to continue:

Payment Details

Please enter your primary financial account for payments

Pay using MasterCard - 1111 

Card transactions for College of Lake County are processed by Nelnet Campus Commerce, USA.

Amount Due Today

Pay using MasterCard - 1111 [\(Change\)](#)

Enrollment Fee View Details	25.00
Amount Due Today	\$25.00

Remaining Amount

Total Amount Remaining for Payment Plan	\$1,269.00
--	-------------------

13. Select a Payment Schedule from the drop down.

Progress Tracker

●
Contact
Information

●
Amount
Due

●
Plan Options

●
Payment
Details

●
**Payment
Schedule**

○
Review &
Authorize

○
Thank You

Payment Schedule

What day do you want the future scheduled payments to be on?*

5th

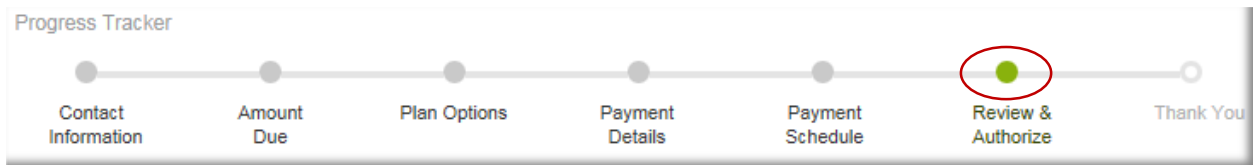
14. Once you select an option from the dropdown, either the 5th or the 20th of each month, you will see a monthly schedule for you to review:

Future Payment Schedule

Payment Date	Description	Amount
Monday, November 5, 2018	Payment	211.50
Wednesday, December 5, 2018	Payment	211.50
Monday, January 7, 2019	Payment	211.50
Tuesday, February 5, 2019	Payment	211.50
Tuesday, March 5, 2019	Payment	211.50
Friday, April 5, 2019	Payment	211.50

Click on **Next** to continue.

15. Review and Authorize:



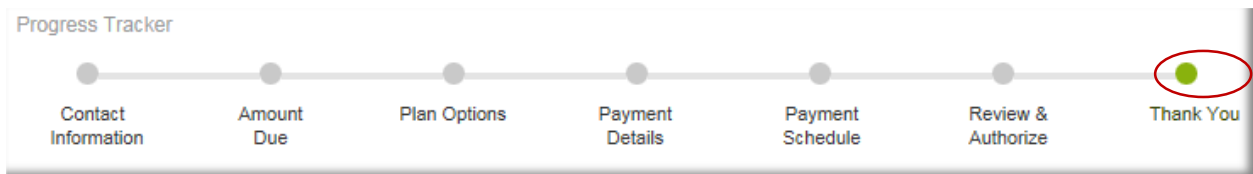
16. At this point you will review the payment plan details and will click on the terms and conditions checkbox to authorize the agreement.

Review & Authorize

[Nelnet Returned Payment Fee Policy](#)

Amount Due Today \$25.00 Payment Method MasterCard - 1111 (Change)	Remaining Amount \$1,269.00 Payment Method MasterCard - 1111 (Change)	<input checked="" type="checkbox"/> I have read and accept the terms and conditions of this payment plan <div> Back Authorize Cancel </div>
--	---	--

17. Final Step: Review Agreement Number and Return to homepage.



18. Click on **Done** to return to Homepage.

Thank You

✓ Thank you for completing a Nelnet payment plan for College of Lake County. Please print a copy for your records.

📱 Did you know that you can receive text alerts on your mobile phone? [Learn More.](#)

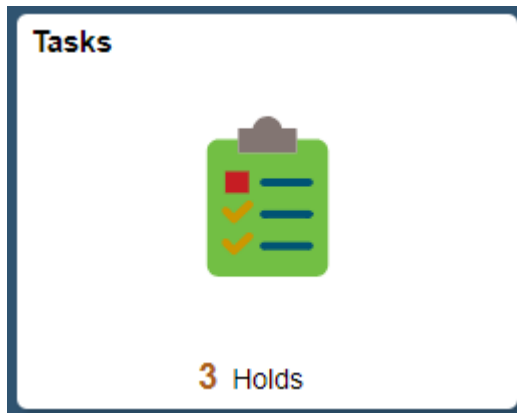
👤 An authorized party can make payments on your behalf. [Want to designate another payer?](#)

Amount Paid Today \$25.00 MasterCard - 1111	Agreement Number 101 090 374 Remaining Amount \$1,269.00 MasterCard - 1111	<input checked="" type="checkbox"/> I have read and accept the terms and conditions of this payment plan (Signed on 06 Sep 2018) <div> Done Print </div>
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Setup a Deferred Payment Plan

All Financial Aid students must sign up for a payment plan. Once you have filled out an application for Financial Aid, a service indicator will be placed on your student account indicating that you are eligible for a Deferred Payment Plan. This deferred option will not activate until later on in the semester if you have a remaining balance on your payment plan date. At that time, you will be charged a \$25.00 non-refundable fee.



There will be service indicators for each term you are eligible for the deferred payment plan. You can view these service indicators on the “Tasks” tile found on your Student Homepage.



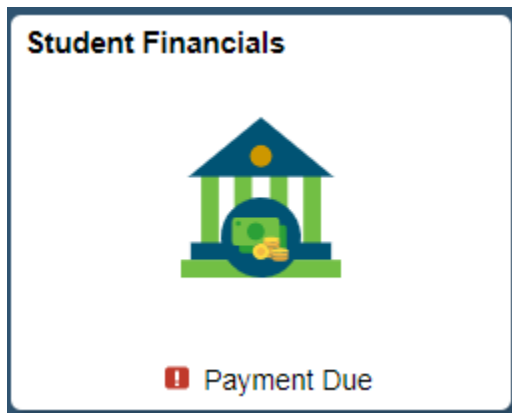
The following holds indicate which Deferred plan you are eligible to enroll in:

- Spring Deferred Pay Plan Elig
- Summer Deferred Pay Plan Elig
- Fall Deferred Pay Plan Elig

Holds

		3 rows
<div>   </div>		
Hold	Department	
Enterprise Enrolled Deferred	Student Accounting	>
New CLC Student	Counseling,Advising&Transfer C	>
Spring Deferred Pay Plan Elig	Student Accounting	>

1. To enroll in a payment plan, click on the “Student Financials” tile:



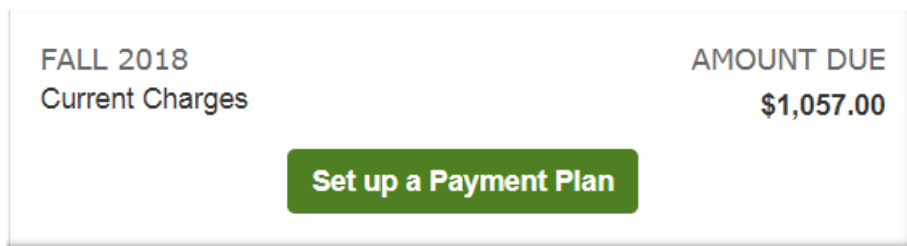
Payment Options

2. Click on the “Payment Options” button

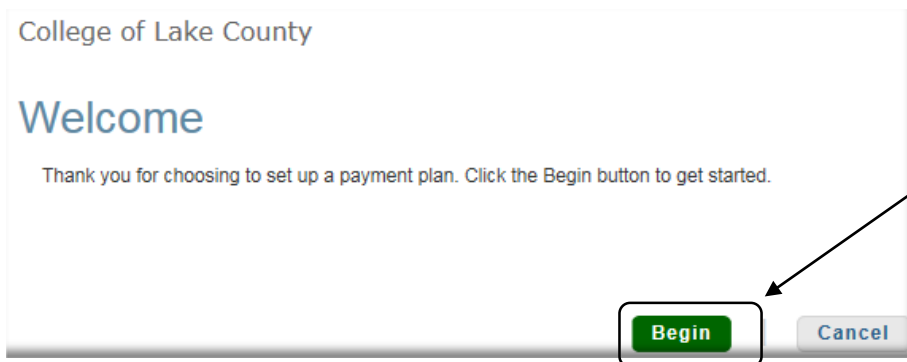
This page will attempt to open up a separate window. Make sure your popup blocker is turned off when using a mobile device. Please review instructions found on the [FAQ](#) page.

17. [New accounts](#) will have to setup a new profile. For New Account profile setup, see page 26 [Setup Profile](#).

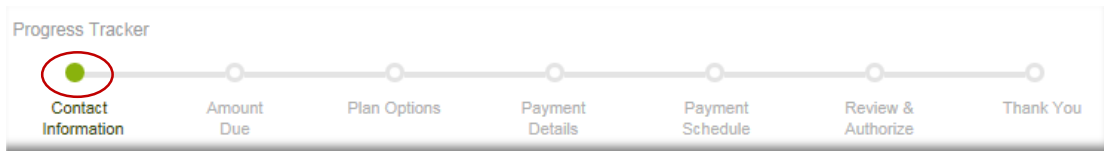
18. Click on “Set up a Payment Plan.”



19. Click on “Begin”:



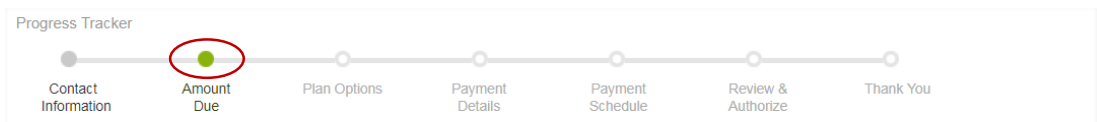
20. A “Progress Tracker” will appear at the top of the page to help visualize where you are in the process:



21. Verify your Contact Information. You will have the ability to Edit the details if something needs to be updated:

22. Click on **Next** to continue if the contact information is accurate.

23. Verify the Amount Due:



Progress Tracker

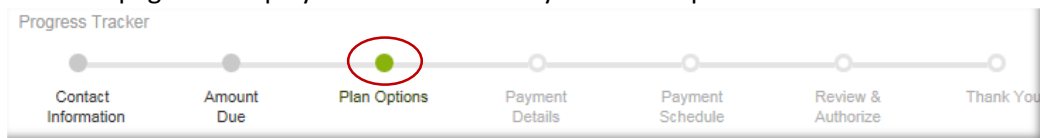
○ Contact Information ● Amount Due ○ Plan Options ○ Payment Details ○ Payment Schedule ○ Review & Authorize ○ Thank You

Amount Due

Name	Amount Due	
Michael Dremann	1,057.00	View Details

Click on **Next** to continue.

24. The next page will display a Deferred Monthly Deferred option



You will notice other Monthly Payment Options but the system will not allow you to select one of those options since you are considered to be on a “Deferred” plan.

Deferred Monthly Payments

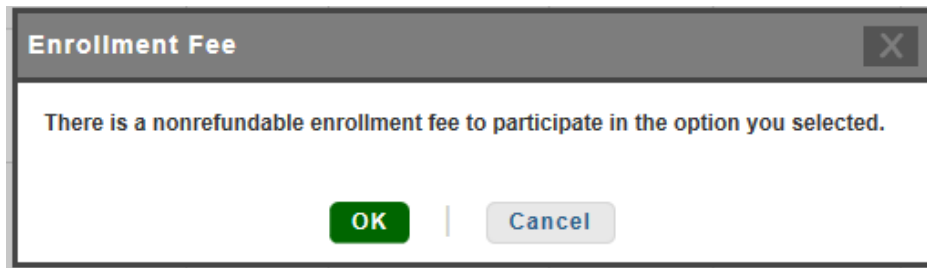
Please Note: Enrollment fee message goes here.....

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Enrollment Fee
<input checked="" type="radio"/>	Automatic Payments from <ul style="list-style-type: none"> Bank Account Credit Card 	3	March 2019	\$352.34	14 th -----	01 Mar 2019 18 Mar 2019	\$25.00

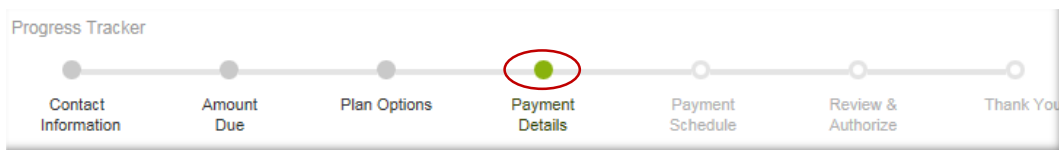
25. Select the Deferred Monthly Payment Method and click on **Next** to continue.

***Please note that there is a \$25.00 non-refundable fee for enrolling in a payment plan. This fee will be waived for students on the deferred payment plan, if there is a \$0 balance on the account when the plan is set to begin. If the payment plan is activated and the student has a balance on their account, the \$25.00 fee will be charged for using the payment plan.**

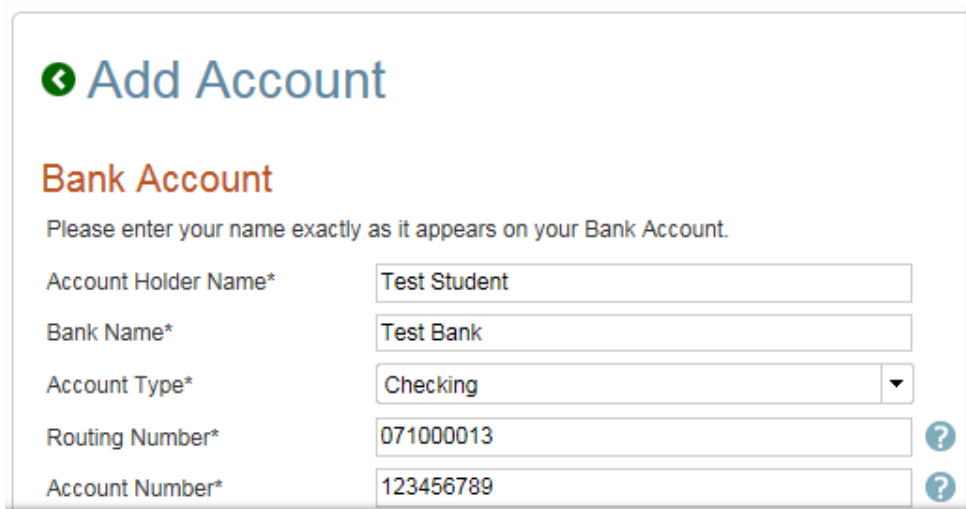
26. A popup box will appear informing you of the non-refundable fee. Click **OK** to continue.



27. At this point, you will be asked to enter Payment Details:



28. Add Bank Account Information:

A screenshot of a web form titled "Add Account". Below the title is a sub-header "Bank Account" in orange. A note says "Please enter your name exactly as it appears on your Bank Account." The form contains five input fields: "Account Holder Name*" with the value "Test Student", "Bank Name*" with the value "Test Bank", "Account Type*" with a dropdown menu showing "Checking", "Routing Number*" with the value "071000013", and "Account Number*" with the value "123456789". There are blue question mark icons to the right of the Routing Number and Account Number fields.

Click on **Save** to continue.

Or Add Credit Card Information:

◀ Add Account

Credit Card Details

Please enter your name exactly as it appears on your Credit Card.

Account Holder Name*	<input type="text" value="Test Student"/>
Card Number*	<input type="text" value="5431111111111111"/>
Card Brand*	<input type="text" value="MasterCard"/>
Expiration Date*	<input type="text" value="05"/> / <input type="text" value="2025"/>
Security Code (CVV)*	<input type="text" value="998"/> ?

Billing Address

Please enter the address as it appears on your billing statement.

Country*	<input type="text" value="United States"/>	
Address Line 1*	<input type="text" value="19351 W Washington St."/>	
Address Line 2	<input type="text" value="Apartment, Suite, Unit, Building, Floor, etc."/>	Add
City*	<input type="text" value="Grayslake"/>	
State*	<input type="text" value="Illinois"/>	
ZIP/Postal Code*	<input type="text" value="60030"/>	

Click on **Save** to continue.

29. Review Payment Details and click on **Next** to continue:

Payment Details

Please enter your primary financial account for payments

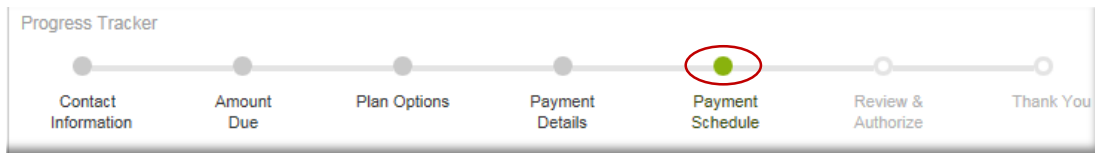
Pay using ?

Card transactions for College of Lake County are processed by Nelnet Campus Commerce, USA.

Remaining Amount

Total Amount Remaining for Payment Plan	\$1,082.00
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30. Select a Payment Schedule from the drop down.



***Scheduled payments for the Deferred Plan will occur on the 14th of each month.**

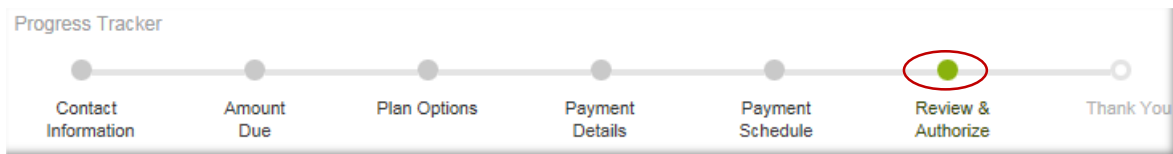
****Notice the Enrollment Fee will not be due until the First Scheduled Payment Date.**

Future Payment Schedule

Payment Date	Description	Amount
Tuesday, March 14 th 2019	Payment	352.34
Tuesday, March 14 th 2019	Enrollment Fee*	25.00
Friday, April 14 th 2019	Payment	352.34
Monday, May 14 th 2019	Payment	352.32

Click on **Next** to continue.

31. Review and Authorize:



32. At this point you will review the payment plan details and will click on the terms and conditions checkbox to authorize the agreement.

Review & Authorize

[Nelnet Returned Payment Fee Policy](#)

Remaining Amount

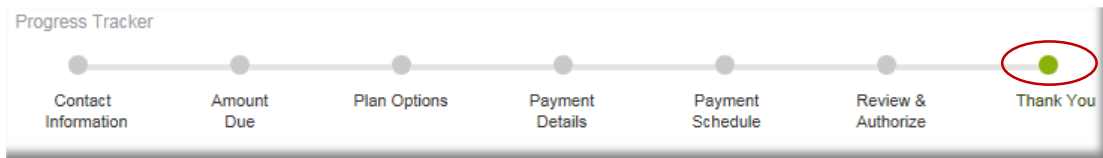
\$1,082.00

Payment Method
MasterCard - 1111
[\(Change\)](#)

☒ have read and accept the [terms and conditions](#) of this payment plan

Back **Authorize** | **Cancel**

33. Final Step: Review Agreement Number and Return to homepage.



34. Click on **Done** to return to Homepage.


Thank You

✓ Thank you for completing a Nelnet payment plan for College of Lake County. Please print a copy for your records.

📱 Did you know that you can receive text alerts on your mobile phone? [Learn More.](#)

👤 An authorized party can make payments on your behalf. [Want to designate another payer?](#)

<p>Agreement Number 101 090 380</p> <p>Remaining Amount \$1,082.00</p> <p>MasterCard - 1111</p>	<p><input checked="" type="checkbox"/> I have read and accept the terms and conditions of this payment plan (Signed on 06 Sep 2018)</p> <p>Done Print</p>
---	---



Setup Profile

1. If this is your first time logging into the payment system, you will need to setup a profile as a onetime setup.
2. Your First Name and Last Name will automatically carry over from the student system but you will need to enter your address, E-mail, and Phone Numbers.

Name	
Prefix	-- None --
First Name*	Thomas
Middle Name	
Last Name*	Testa
Suffix	-- None --

Address	
Country*	United States
Address Line 1*	19351 W Washington St.
Address Line 2	Apartment, Suite, Unit, Building, Floor, etc. Add
City*	Grayslake
State*	Illinois
ZIP/Postal Code*	60030
Time Zone*	Central Time

E-mail	
E-mail 1*	test123@stu.clcillinois.edu
E-mail 2	
E-mail 3	

All correspondence will be sent via e-mail only
Correspondence will be sent to all e-mails provided

Phone Numbers	
At least one phone number is required.	
Daytime Phone	US (847) 543 - 2000 Ext.

Next

- In order to protect your account, select a Security Question from the drop down and create answers for those questions. Click on **Submit** to continue.

Security Questions

Telephone ID Question 1*

What is the last name of your third grade teacher?

?

Question 1 Answer*

Telephone ID Question 2*

What is your mother's maiden name?

?

Question 2 Answer*

Submit

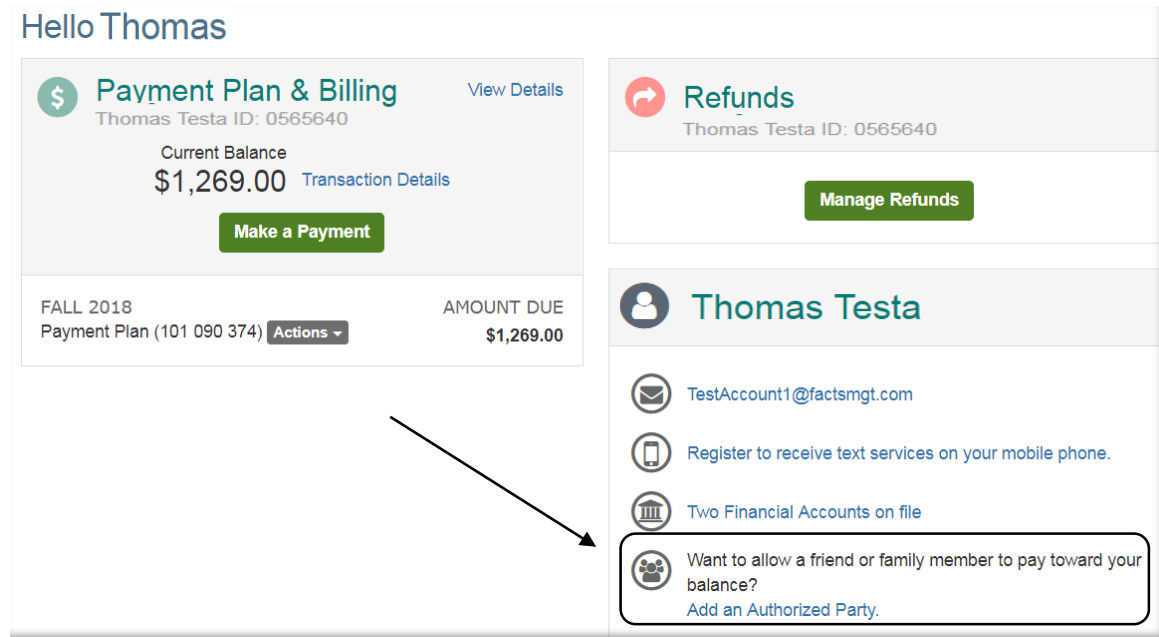
Back

Return to: [Enroll in a Class and Payment Options](#)


Setup Authorized Payers

Options to add an Authorized Party are available in this payment system. This will allow an authorized user to create a payment plan or make an ACH or Credit Card payment towards your student account.

1. Navigate to “Add an Authorized Party.” Found on the lower left side of the Home page.



Hello Thomas


Payment Plan & Billing
[View Details](#)


Thomas Testa ID: 0565640

Current Balance
\$1,269.00 [Transaction Details](#)

[Make a Payment](#)


FALL 2018
Payment Plan (101 090 374) [Actions](#)


AMOUNT DUE
\$1,269.00



Refunds


Thomas Testa ID: 0565640


[Manage Refunds](#)


Thomas Testa

 [TestAccount1@factsmgt.com](#)

 [Register to receive text services on your mobile phone.](#)

 [Two Financial Accounts on file](#)

 Want to allow a friend or family member to pay toward your balance?
[Add an Authorized Party.](#)

2. Enter First and Last Name of the Authorized User

Add Authorized Party

First Name

Last Name

3. Indicate whether or not you would like to your Authorized User to view details on your **Financial Account**. ***Note, this will not include grades or course details.**

Authorized Party Access

Authorized Parties will have access to your College of Lake County account balance and the activity that the Authorized Party has initiated on your behalf, such as payments. They do not have access to your contact information, user credentials, other Authorized Parties or your financial account information.

☐ Include the details that make up my balance

4. Create a question that only your Authorized User will be able to answer.

Authorized Party Authentication

Create a question that the authorized party will know the answer to. You may want to inform the authorized party of this question and answer.

Authorized Party Authentication Question

e.g. What year did we go to Florida?

Authorized Party Authentication Answer

e.g. 2010

5. Enter your Authorized Users e-mail address.

Web Access

Enter an e-mail address to allow this person to create an account and pay online. An e-mail will be sent to this address upon save. If the E-mail Address field is left blank, the authorized party will only be able to discuss your account with Nelnet over the phone.

E-mail Address

Save

6. Review the Terms and Conditions and **Save** the changes. At this time, your Authorized User will receive an email with instructions on how to setup an account and how to make payments or setup a payment plan.

Terms and Conditions

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your explicit permission. By creating an Authorized Party you are giving explicit consent for that individual to view and discuss your account information, make payments on your behalf, and for us to provide information to that individual about the balance of your account. This authorization will remain in effect until you remove the individual as an Authorized Party on your account.

By adding this Authorized Party you, Rebecca Lischalk, agree to the terms and conditions.

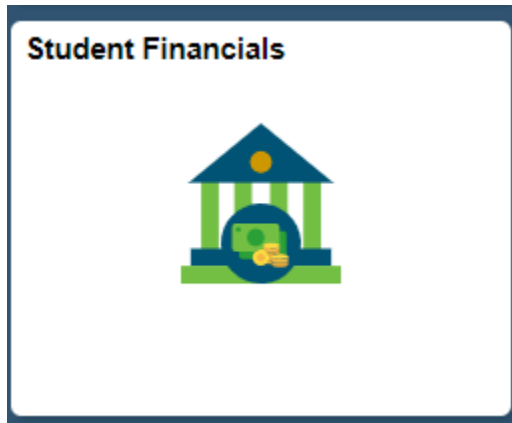
[Cancel](#)

Save

Setup ACH/Direct Deposit Refunds

CLC provides students with the ability to setup ACH Refunds.

1. Click on the Student Financial tile found on your Student Homepage



2. If you have no outstanding charges, you will see a "Setup Direct Deposit" button. Click on this button to continue.

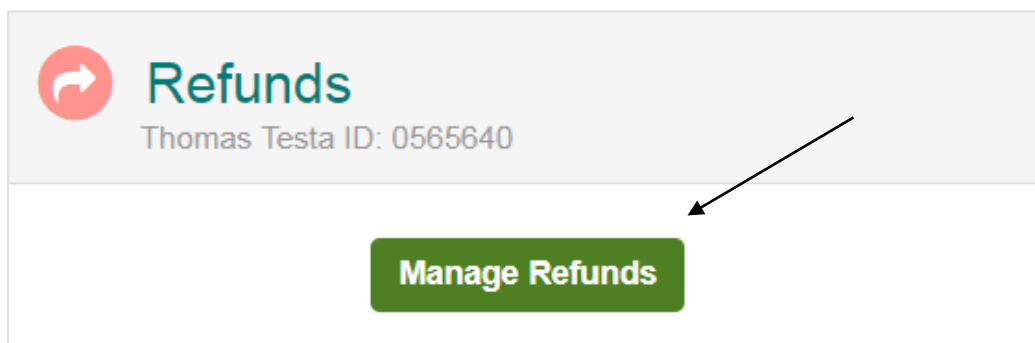
Setup Direct Deposit


You have no outstanding charges at this time.

3. If you do have a balance on your account, you will see a "Payment Options" button. Click on this button to continue.

Payment Options

4. If this is your first time logging into Enterprise, you will need to [setup your profile](#).
5. Once you access the main page you can click on the Manage Refunds button found on the right side of the web page in the payment system.



6. Review your Profile Information and click  on to continue.

Enroll in Refunds

Step 1 of 2: Profile Information

Welcome, Thomas Testa

Student Information

First Name	Thomas
Last Name	Testa
ID	0565640
Email Address	TestAccount1@factsmgt.com

Mailing Address

The school has chosen to provide the address.

Secondary Email

Email Address	<input type="text"/>
---------------	----------------------

7. Select the option "Bank Account"

Enroll in Refunds

Step 2 of 2: Select your refund method


Refunds will be disbursed via the selected method at the time the request is received and processed. If a refund method is not selected, refunds will be delivered to you via first class mail in the form of a paper check, to the address on record with your institution.


☐ Bank Account (Direct Deposit)

Funds should be received **1-2 business days** from processed date

[Back to profile](#)

LIVE HELP


8. Selecting "Bank Account" will expand the page so that you can populate Banking details. Fill out the form and 



Bank Account (Direct Deposit)
Funds should be received **1-2 business days** from processed date

Account Holder Name*

Bank Name*

Account Type *
☒ Checking ☐ Savings

Routing Number*



Account Number*


Account Number Confirm*

By clicking Save, I authorize Nelnet Campus Commerce to disburse my student account refund via the method I have selected. I acknowledge that I am responsible for repayment if I receive money that I am not entitled to.

9. You are now enrolled in ACH Direct Deposit. You can Edit or Remove your Refund Method or Edit your Profile at any time from this page.

Refund Method

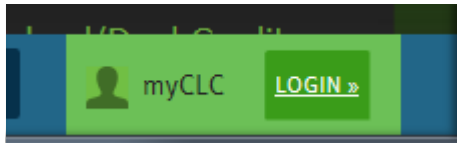
 Refund Method Selected
Bank Account: XXXXX6789
[Edit Refund Method](#)
[Remove Refund Method](#)
[Edit Profile](#)

Change History

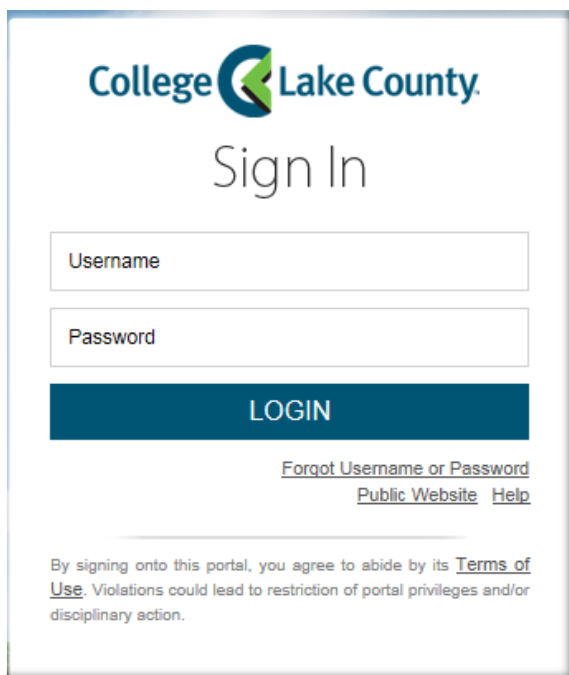
Changed Date	Change Made	Changed By
9/7/2018 9:33:35 AM (CST)	Profile Update	1083333
9/7/2018 9:31:28 AM (CST)	Profile Update	1083333
9/7/2018 9:31:28 AM (CST)	Profile Update	1083333

Accessing Payment Page to Update Account Details

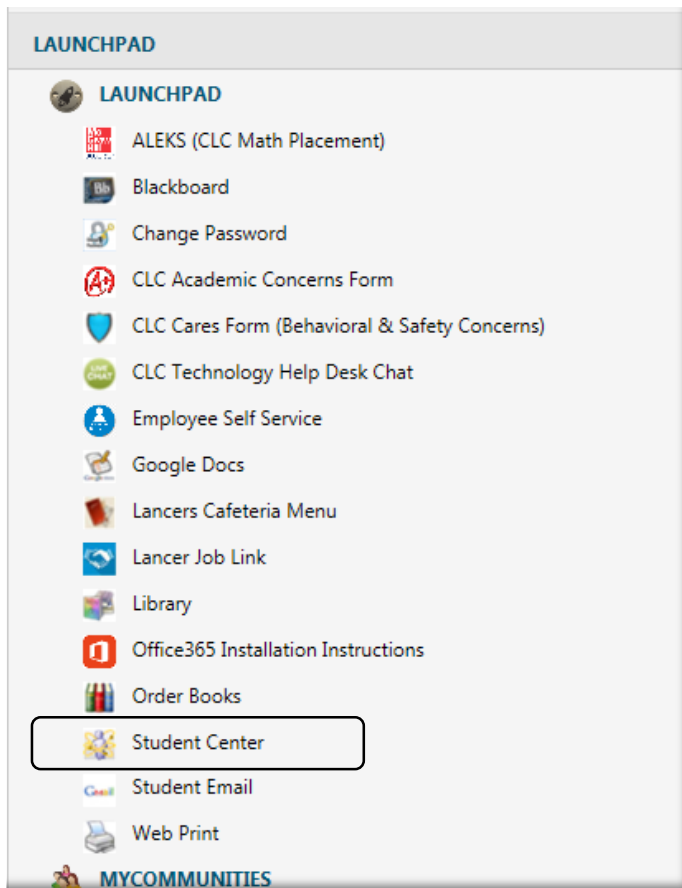
10. Login to your myCLC account by typing www.clcillinois.edu into your browser and click on LOGIN found on the bottom right corner of the webpage.



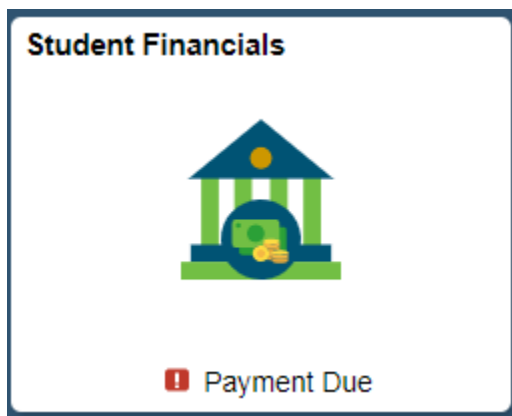
11. Enter your Username and Password. Contact the Help Desk (847-543-HELP or helpdesk@clcillinois.edu) if you have any problems logging into your account.

A screenshot of the College Lake County Sign In page. It features the college logo at the top, followed by the text "Sign In". Below this are two input fields labeled "Username" and "Password". A large blue "LOGIN" button is positioned below the fields. To the right of the button are links for "Forgot Username or Password", "Public Website", and "Help". At the bottom, a disclaimer states: "By signing onto this portal, you agree to abide by its [Terms of Use](#). Violations could lead to restriction of portal privileges and/or disciplinary action."

12. Click on “Student Center” found on the LAUNCHPAD to the left of the page:



13. Click on the “Student Financials” tile:



14. If you have no outstanding charges, you will see a “Setup Direct Deposit” button. Click on this button to continue.

Setup Direct Deposit

You have no outstanding charges at this time.

15. If you do have a balance on your account, you will see a “Payment Options” button. Click on this button to continue.

Payment Options

16. This page will attempt to open up a separate window. Make sure your popup blocker is turned off when using a mobile device. Please review instructions found on the [FAQ](#) page.
17. [New accounts](#) will have to setup a new profile. For New Account profile setup, see page 15 [Setup Profile](#).

You will now be routed to the payment page where you can Manage your Refunds, Make a Payment, or create a Payment Plan, or Add an Authorized Party.

Current Balance

\$1,561.00

[Transaction Details](#)

Make a Payment

FALL 2018
Current Charges

Set up a Payment Plan

AMOUNT DUE

\$1,269.00

SUMMER 2018
Current Charges

Set up a Payment Plan

AMOUNT DUE

\$292.00

Cancel/Adjust a Payment Plan

If you have questions regarding your agreement, please contact Nelnet Campus Commerce directly or view your agreement online through your Payment Plan Account.

Call Nelnet Campus Commerce (800) 609-8056 to make any changes to your address, phone or banking information.

To access your Payment Plan Account, follow the instructions located on the Confirmation Notification or email.

If you have questions regarding your tuition balance, please visit the [Welcome and One Stop Center](#) or contact [Student Accounting](#).

For questions concerning Financial Aid, please call CLC's [Financial Aid Office](#).