

Emily Griffith Technical College Online Payment Instructions

1. Login to Portal - <https://my.emilygriffith.edu/ics>
Click "Account Summary and Payments" from Quick Links

The screenshot shows the top navigation bar with 'Home', 'Student', 'Academics', 'Admissions', and 'My Pages'. Below the navigation bar, there is a 'You are here' breadcrumb trail: 'Home > Home'. The 'Portal' section is visible, containing 'Password Management' (with sub-links 'Change Password' and 'Change Verification Email') and 'Campus Resources'. The 'Emily Griffith Campus' section includes links for 'Emily's Services', 'How we are providing safe classes', and 'Parking Options', each with a 'Visit' button. The 'Quick Links' menu on the left is expanded, and 'Account Summary & Payments' is highlighted in yellow.

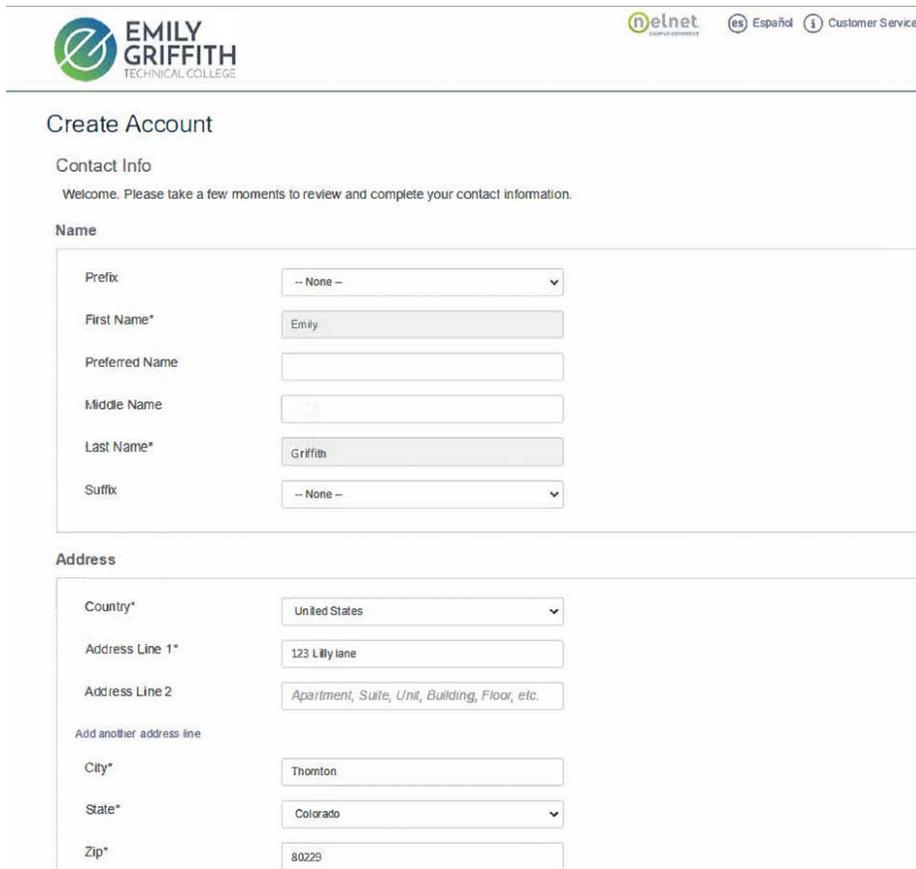
2. Click "Nelnet Enterprise" under the "Account Summary & Payments" section to the left

The screenshot shows the 'Account Summary & Payments' page. The breadcrumb trail is 'Student > Account Summary & Payments'. The left sidebar has 'Nelnet Enterprise' highlighted in yellow. The main content area includes 'My Account Information' (with a help icon), 'My Account Balances', and 'Pay Direct From Bank Account'. Below this is the 'Nelnet Links' section with 'Pay Direct From Bank Account' and 'Set Up Refund Methods', each with a 'Visit' button.

3. Click "Pay Direct From Bank Account"

The screenshot shows the 'Account Summary & Payments' page. The breadcrumb trail is 'Student > Account Summary & Payments'. The left sidebar has 'Nelnet Enterprise' highlighted in yellow. The main content area includes 'My Account Information' (with a help icon), 'My Account Balances', and 'Pay Direct From Bank Account'. Below this is the 'Nelnet Links' section with 'Pay Direct From Bank Account' and 'Set Up Refund Methods', each with a 'Visit' button. The 'Pay Direct From Bank Account' link is highlighted in yellow.

4. You will be directed to our new payment system Nelnet where you will fill in your personal information



EMILY GRIFFITH
TECHNICAL COLLEGE

nelnet
Español Customer Service

Create Account

Contact Info

Welcome. Please take a few moments to review and complete your contact information.

Name

Prefix: -- None --

First Name*: Emily

Preferred Name:

Middle Name:

Last Name*: Griffith

Suffix: -- None --

Address

Country*: United States

Address Line 1*: 123 Lilly lane

Address Line 2: Apartment, Suite, Unit, Building, Floor, etc.

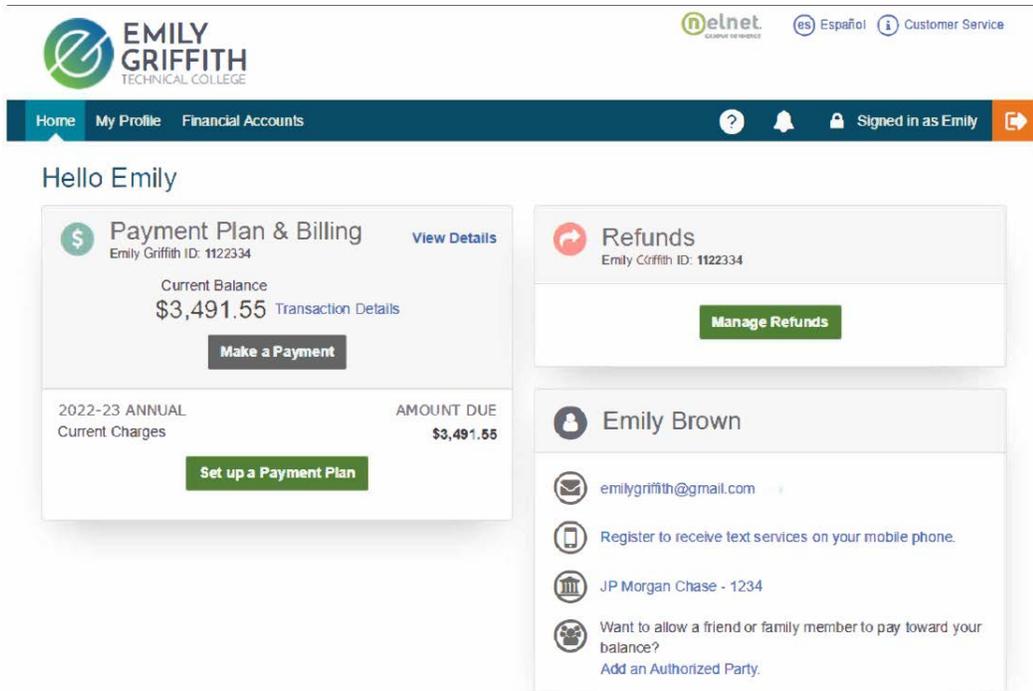
Add another address line

City*: Thornton

State*: Colorado

Zip*: 80229

5. Once you have entered all your information you will have the option to pay or to set up a payment plan



EMILY GRIFFITH
TECHNICAL COLLEGE

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Home My Profile Financial Accounts ? Signed in as Emily

Hello Emily

Payment Plan & Billing View Details
Emily Griffith ID: 1122334

Current Balance
\$3,491.55 Transaction Details

Make a Payment

2022-23 ANNUAL AMOUNT DUE
Current Charges **\$3,491.55**

Set up a Payment Plan

Refunds
Emily Griffith ID: 1122334

Manage Refunds

Emily Brown

emilygriffith@gmail.com

Register to receive text services on your mobile phone.

JP Morgan Chase - 1234

Want to allow a friend or family member to pay toward your balance?
Add an Authorized Party.

Access from home page

When logged in to a user account, the user will be able to click **Make A Payment** from the home page.

 **Billing And Payments** [View Details](#)
Maya Mercer ID: 11877

Current Balance
\$4,404.16 [Transaction Details](#)

Make a Payment

 [View Last Bill](#)

FALL	AMOUNT DUE
Current Charges	\$1,500.00
SPRING	AMOUNT DUE
Payment Plan (101 090 602) Actions	\$2,904.16

Step 1: Select a payment

- Select what you would like to pay, current charges or payment plan.
 - This option will not display if the student only has one of those services.
 - If multiple terms are available, a drop-down list will allow the correct term to be selected.
- Check the box(es) to the left of the payment(s) that will be paid or type the amount in the **Payment Amount** column for the appropriate payment(s)
 - Schools have the ability to set a minimum payment allowed.
- Up to five scheduled payments will be displayed. To view more, click **Show All Payments**
- Click **Next - Payment Methods**



Payments already in process

If payments are currently being processed, a message link will display at the top of the screen which will provide information about those payments. This message should be an alert to avoid posting duplicate payments or to see why a payment is not showing up in the schedule.

 [View Payments in Process](#)



The bar appears when an online payment has been submitted until the file process has been run. For scheduled payments, it appears only when it's been picked up in the file until the file process is done running. Once the file is done running, payments that were in the schedule are no longer in the list of payments to choose from for online payments, and any processed payments are no longer included in the balance.

Current Charges

Make A Payment

Shari Collins ID: 1119

1 Select A Payment 2 Payment Method 3 Receipt

What would you like to pay? [Want to designate another payer?](#)

Current Charges
 Payment Plan

A custom message can be displayed whenever housing is being paid.

Select Accounts to Pay

ACCOUNT	CURRENT BALANCE	PAYMENT AMOUNT
Housing Fall 20XX	1000.00	\$ 500.00

PAYMENT AMOUNT \$500.00

[Cancel](#) [Next - Payment Method](#)

Payment Plan

Make A Payment

Shari Collins ID: 1119

1 Select A Payment 2 Payment Method 3 Receipt

What would you like to pay? [Want to designate another payer?](#)

Current Charges
 Payment Plan

Select a Term to Pay

Fall 20XX - \$750.00

A custom message can be configured to display during the Make a Payment experience.

 Automatic payment
Payments Due Within 30 Days

20 Nov 20XX - Payment - \$750.00 

Other Payment Options

Full Term Balance of \$750.00
 Other Amount

PAYMENT AMOUNT **\$750.00**

[Cancel](#) [Next - Payment Method](#)



Authorized Party (limited access, not the plan owner)

When an Authorized Party (limited access/not the plan owner) makes an online payment, they will have the option to 'Pay full scheduled balance' or 'Other amount' and will not see individual payments or a breakdown of past due amounts. The amount paid will be applied to past due institution balances first, oldest to newest. Once the past due amount is satisfied, it will apply to the scheduled institution balance with the earliest scheduled payment being paid first.

Step 2: Payment method

- **Select your Payment Method:**
 - If logged in, choose from a stored account on file or enter a new account.
 - A new account can be entered for a one-time use or saved to the student record.
 - If not logged in, enter a new account.
- **Total Amount:** The amount being paid today is displayed.
- **Authorization:** By clicking **Pay \$ Now**, the student is accepting the terms listed.

If the student has a valid email address on file, a payment confirmation is sent to that address. The student can elect to have the same notice sent to up to two additional email addresses.



Important

When the **Pay \$ Now** button is clicked, the payment has been submitted and cannot be changed or stopped.

Make A Payment

Maya Mercer ID: 11877

1 Select A Payment 2 Payment Method 3 Receipt

Payment Method

VISA ending in 1111
or Add a New Account

Payment Method Disclosure

The following processing fees apply:

- Credit Card - up to X.XX%
- Debit Card - up to X.XX%
- Checking or Savings Account - no fee

Card transactions for Nelnet Community College are processed by Nelnet Campus Commerce, USA.

[Nelnet Returned Payment Fee Policy](#)

Total Amount	
Institution Amount	\$580.84
Service Fee	\$15.97
<hr/>	
Total	\$596.81

A transaction receipt will be sent to: mmercerc@nelnetcc.edu. [Add](#)

Authorization

This payment will affect the payment schedule only if it is successful. If this payment returns before the next scheduled payment date, we will attempt the scheduled payment on the scheduled date. If this payment returns after the next scheduled payment date, we will attempt the scheduled payment IMMEDIATELY after receiving the return.

By clicking the Pay Now button, you authorize Nelnet to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

[Cancel](#) **Pay \$596.81 Now**

Step 3: Receipt

This confirmation page can be printed for your records by selecting **Print** in the top right corner. This confirmation can be viewed in the student's [Notification Center](#) if it is not printed now.

Click **Proceed to Home** to leave the payment screen.

 Print

Thank You

Your payment for \$596.81 has been authorized and submitted.

A transaction receipt was sent to mmercerc@nelnetcc.edu

Proceed to Home

Summary

Institution	Nelnet Community College
Customer	Maya Mercer
Student ID	11877
Payment Date	08 Nov
Account Holder Name	Maya Mercer
Account	Visa - 1111
Institution Payment Amount	\$580.84
Service Fee	\$15.97
Total Payment	\$596.81

This is an immediate one-time payment and cannot be canceled. If you have any questions, contact Nelnet at (800)609-8056.

Authorization

This payment will affect the payment schedule only if it is successful. If this payment returns before the next scheduled payment date, we will attempt the scheduled payment on the scheduled date. If this payment returns after the next scheduled payment date, we will attempt the scheduled payment IMMEDIATELY after receiving the return.

By clicking the Pay Now button, you authorize Nelnet to process this payment from the financial account identified above.

This is an immediate payment and cannot be canceled.

Sample Email Payment Confirmation

Nelnet Community College Payment Confirmation

Maya Mercer
Customer #: 5001672939
Agreement #: 101090602

Maya Mercer:

The following payment was authorized and submitted on 08/11

PAYMENT DATE	08/11
ACCOUNT HOLDER NAME	Maya Mercer
ACCOUNT	Visa - 1111
INSTITUTION AMOUNT	\$580.84
SERVICE FEE	\$15.97
TOTAL AMOUNT	\$596.81

This is a one-time payment and cannot be cancelled.

PAYMENT DETAILS - SPRING

DUE DATE	DESCRIPTION	AMOUNT PAID
03/12	Maya Mercer - Tuition and Fees	\$580.84
	Service Fee	\$15.97
	Total Amount	\$596.81

Thank you,
Nelnet Campus Commerce

If you have any questions, contact Nelnet Customer Service at (800)609-8056.

Please do not reply to this automated message. The mailbox is not monitored.