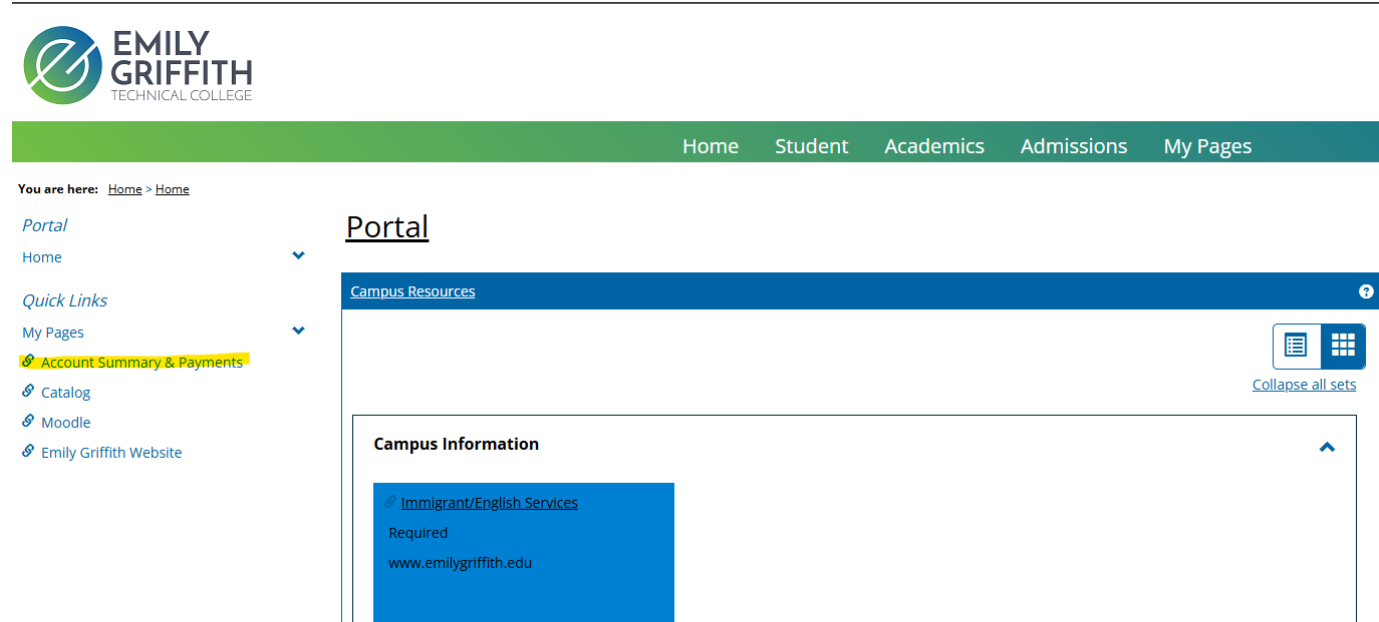


Emily Griffith Technical College

Online Payment Instructions

1. Login to Portal - <https://my.emilygriffith.edu/ics>

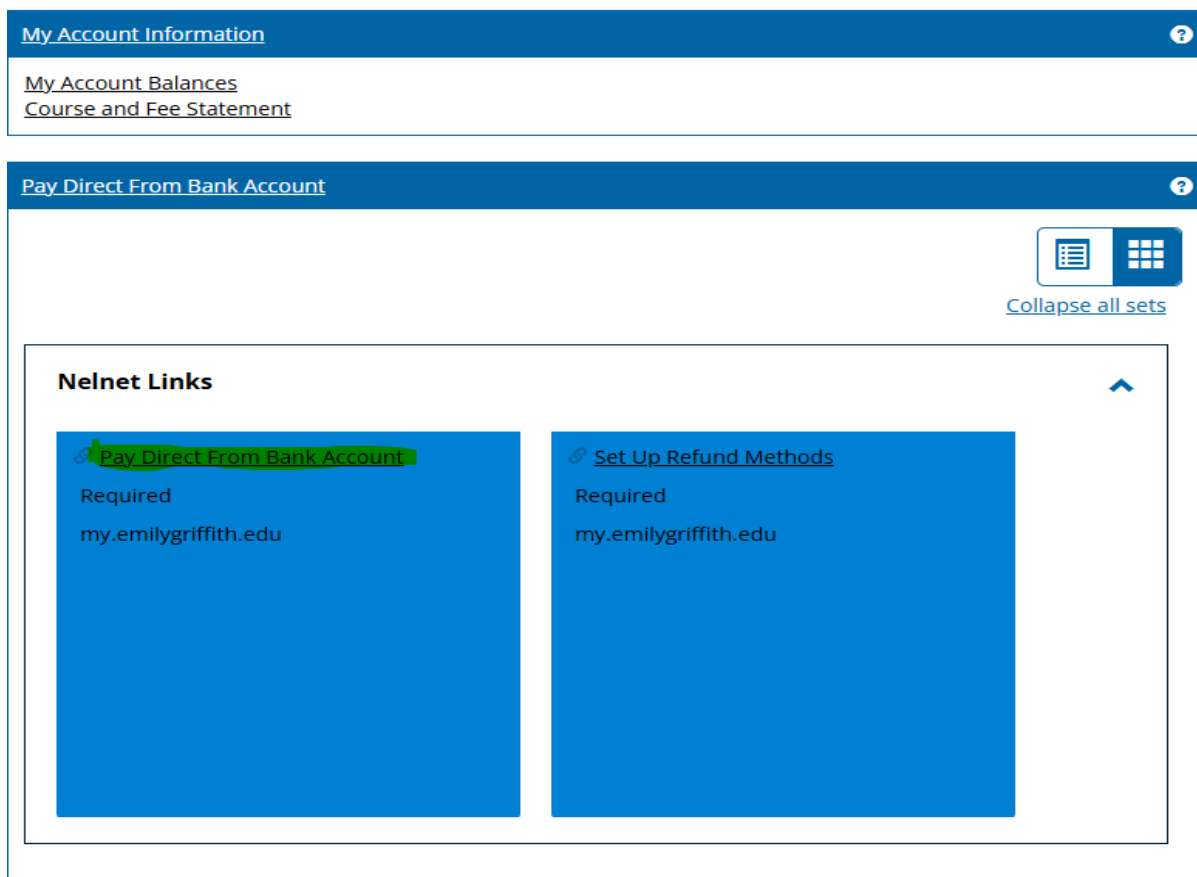
Click "Account Summary and Payments" from Quick Links



The screenshot shows the Emily Griffith Technical College Portal. At the top is the college's logo and a navigation bar with links: Home, Student, Academics, Admissions, and My Pages. Below the navigation bar, a breadcrumb trail reads "You are here: Home > Home". On the left side, there is a "Quick Links" menu with options: Portal, Home, Account Summary & Payments (highlighted in yellow), Catalog, Moodle, and Emily Griffith Website. The main content area is titled "Portal" and features a "Campus Resources" section. Within this section, there is a "Campus Information" box containing a link for "Immigrant/English Services" with the text "Required" and the URL "www.emilygriffith.edu". A "Collapse all sets" button is visible in the top right corner of the main content area.

2. Click "Pay Direct From Bank Account"

Account Summary & Payments



The screenshot displays the "Pay Direct From Bank Account" section of the portal. The section has a blue header with the title "Pay Direct From Bank Account" and a help icon. Below the header, there are links for "My Account Balances" and "Course and Fee Statement". The main content area is titled "Nelnet Links" and contains two blue boxes. The first box, titled "Pay Direct From Bank Account", includes the text "Required" and the URL "my.emilygriffith.edu". The second box, titled "Set Up Refund Methods", also includes the text "Required" and the URL "my.emilygriffith.edu". A "Collapse all sets" button is located in the top right corner of the main content area.

3. You will be directed to our payment plan system Nelnet, where you will fill in/verify your personal information and select 'Next' at the bottom of the page

Create Account

Contact Info

Name

Prefix

-- None --

First Name*

Preferred Name

Middle Name

Last Name*

Suffix

-- None --

Address

Country*

United States

Address Line 1*

Street Address, PO Box, Company Name, c/a

Address Line 2

Apartment, Suite, Unit, Building, Floor, etc.

Add another address line

City*

State*

-- Select --

Zip*

Time Zone*

Central Time

E-mail

E-mail 1

Add another e-mail address

E-mail correspondence will be sent to all e-mails provided.

Phone Numbers

At least one phone number is required.

Daytime Phone

US

Ext.

Evening Phone

US

Ext.

Mobile Phone

US

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize Nelnet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). By clicking 'Next' below, you agree to such contact related to your account.

Next

Cancel

Instructions continue to next page.....

4. Once at the home page select 'Set up a Payment Plan'

Hello Clara

Payment Plan & Billing [View Details](#)

Clara Hunter ID: 1321

Current Balance
\$5,000.00 [Transaction Details](#)

Make a Payment

SPRING 2021
Current Charges

AMOUNT DUE
\$5,000.00

Set up a Payment Plan

Clara Hunter

[TestAccount1@FactsMgt.com](#)

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

Two Authorized Parties on your account
[Add an Authorized Party.](#)

5. Verify your contact information is up to date

Progress Tracker

Contact Information (Active) | Amount Due | Plan Options | Payment Details | Payment Schedule | Review & Authorize | Thank You

Contact Information

Student Information

Student ID*

Name Leonard Bagman
9 College Way
Lincoln, NE 68505
United States
(555)555-5555 [Edit Details](#)

E-mail Addresses test@nelnet.net
☐ Please send me e-mail payment reminders [Details](#)

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

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize Nelnet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s).

Back **Next** | **Save & Exit** **Cancel**

Instructions continue to next page.....

6. Select a plan from the options provided and select 'Next'

Progress Tracker

Contact Information

Amount Due

Plan Options

Payment Details

Payment Schedule

Review & Authorize

Thank You

Payment Plan Options

Amount Due to City Community College: \$10,000.00

Select a payment schedule Show: All Items Selected

Monthly

Please Note: Custom payment plan message can be displayed here, for a specified date range.

Select	Payment Method	Down Payment (Due Today)	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee (Due Today)
☐	Automatic Payments from - Bank Account - Credit/Debit Card	\$5,000.00	3	February 20XX	\$1,666.67	5th 20th	26 Jan 20XX 10 Feb 20XX	\$35.00

Back

Next

Cancel

7. Enter in payment details and select 'Next'

Progress Tracker

Contact Information

Amount Due

Plan Options

Payment Details

Payment Schedule

Review & Authorize

Thank You

Payment Details

Please enter your primary financial account for payments

Pay using Test Bank - 6789

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

City Community College allows you to pay using: a bank account (checking or savings) or a credit card (Visa, Mastercard, Discover or American Express).

Down Payment

Required Down Payment Amount \$5,000.00

Amount Due Today

Pay using Test Bank - 6789 [\(Change\)](#)

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

Down Payment to Pay City Community College View Details	5,000.00
Enrollment Fee View Details	35.00
Amount Due Today	\$5,035.00

Remaining Amount

Total Amount Remaining for Payment Plan	\$5,000.00
--	-------------------

Back

Next

Cancel

Instructions continue to next page.....

8. Review and Authorize the plan you selected by selecting 'Authorize' at the bottom of the page

Progress Tracker

Contact Information

Amount Due

Plan Options

Payment Details

Payment Schedule

Review & Authorize

Thank You

Review & Authorize

Neinet Returned Payment Fee Policy

Amount Due Today

\$5,035.00

Payment Method
Test Bank - 6789
(Change)

Remaining Amount

\$5,000.00

Payment Method
Test Bank - 6789
(Change)

Please read and accept the [terms and conditions](#) of this payment plan below
(Plan details and Terms & Conditions are listed below)

Contact Information

Change

Name

Test Student

E-mail

Test@gmail.com

☒ Use e-mail for correspondence

☒ Please send me e-mail payment reminders

Balance Summary

Name

Test Student

Total Amount Due

\$10,000.00

Payment Details

Change

Future Payments Scheduled

Test Bank - 6789

Amount Due Today

Test Bank - 6789

Date	Description	Amount
January 26, 20XX	Down Payment to City Community College View Details	5,000.00
January 26, 20XX	Enrollment Fee*	35.00
	Amount Due Today	\$5,035.00

Future Payment Schedule

Change

Payment Date	Description	Amount
Friday, February 5, 20XX	Payment	1,666.67
Friday, March 5, 20XX	Payment	1,666.67
Monday, April 5, 20XX	Payment	1,666.66

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

*\$25.00 of this fee is retained by Neinet for providing the software and support necessary to administer your payment plan. The remainder of this fee is remitted to your institution.

Terms & Conditions

T&C display here with APR disclosure if configured. Not shown for sample purposes.

☒ I have read and accept the terms and conditions of this payment plan

Back

Authorize

Cancel

Instructions continue to next page....

9. Once you have authorized a plan, you will see a confirmation page and a confirmation email will be sent to you email

Thank You

 Thank you for completing a payment plan for City Community College. 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

\$5,035.00

Test Bank - 6789

Remaining Amount

\$5,000.00

Test Bank - 6789

☒ I have read and accept the terms and conditions of this payment plan (Signed on 26 Jan 20XX)

Done

Print