



How to Set Up a Payment Plan

Note: Payment plans are online only.

1. Log on to Self-Service.

A screenshot of the AlamanceCC Self-Service login page. The page has a white background with a blue border. At the top, it says 'AlamanceCC Self-Service'. Below that are two input fields: 'User name' with the text 'username123' and 'Password' with a masked password of ten dots. There is a link for 'Forgot your user name?' and a blue 'Sign In' button at the bottom.

2. Click on the Student Finance tab.

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.

3. Click on “Make a Payment.”

Account Overview	
Amount Overdue	\$ [REDACTED]
Total Amount Due	\$ [REDACTED] Make a Payment

4. Click “Continue to Payment Center” button.

You are moving to the...

Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

5. Log in by using username and password. *Note: Make sure you are using this slash: \.*

Etrieve, E-Forms, Anthology
,SimCapture and Self-Service

Login with your ACCess username preceded with acc\ Ex.
acc\yourusername123




[Sign in](#)

6. Click green “Make a Payment” button.

Student Account	ID: [REDACTED]
Balance	\$ [REDACTED]
View Activity Make Payment	

7. Enter information to complete payment plan setup.

Account Payment

 Amount  Method  Confirmation  Receipt