**Enroll in a Deferred Payment Plan**

1. Go to [www.nmc.edu](http://www.nmc.edu).
2. Click on MyNMC and log in.
3. Under myNMC for Students, click the Self-Service link.
4. Click the Student Billing tab at the top of the page.
5. Click Enroll in a Deferred Payment Plan.
6. Select current Term and click Submit.
7. Check the payment plan amounts and due dates.
8. Read Agreement Information and print for your records.
9. At the bottom of the page, click Accept. This will take you to the Payment Plan Summary page.
10. Click Make a Payment.
11. Enter your NMC ID and Password.
12. Click Login Now.
13. At the top of the page, click the Payments tab.
14. Click on Pay (under action).
15. Select Payment Method and click Go.
16. Enter account and billing information.
17. Click Continue. This takes you to the payment confirmation page.
18. Review information, print a copy for your records and confirm payment.

**Enroll in a Deferred Payment Plan for GLMA & FSU Consortium Students**

1. Go to [www.nmc.edu](http://www.nmc.edu).
2. Click on MyNMC and log in.
3. Under myNMC for Students, click the Self-Service link.
4. Click the Student Billing tab at the top of the page.
5. Click Enroll in a Deferred Payment Plan for MARITIME and Ferris consortium students only.
6. Select current Term and click Submit.
7. Check the payment plan amount and due date.
8. Read Agreement Information and print for your records.
9. At the bottom of the page, click Accept. This will take you to the Payment Plan Summary page.
10. Review information and print a copy for your records.
11. Remember to pay your balance by the deferred due date.
### View Account Balances & Make an Online Payment

1. Go to [www.nmc.edu](http://www.nmc.edu).
2. Click on MyNMC and log in.
3. Under myNMC for Students, click the Self-Service link.
4. Click the Student Billing tab at the top of the page.
5. Click View Account Summary for Semester.
6. Select Term and Submit.
7. To view a different semester, click on Select another Semester at the bottom of the page.
8. Click Make a Payment.
9. Enter your NMC ID and Password.
10. Click Login Now.
11. At the top of the page, click the Payments tab.
12. Click Pay (under action).
13. Select Payment Method and click Go.
14. Enter account and billing information.
15. Click Continue. This takes you to the payment confirmation page.
16. Review information, print copy for your records and confirm payment.

### Enroll in Direct Deposit for Refunds

1. Go to [www.nmc.edu](http://www.nmc.edu).
2. Click on MyNMC and log in.
3. Under myNMC for Students, click the Self-Service link.
4. Click the Student Billing tab at the top of the page.
5. Click Enroll in Direct Deposit for Refunds.
6. Enter your NMC ID and Password.
7. Click Login Now.
8. At the top of the page, click the My Profiles tab.
9. Click the Payment Profile link below the tab area.
10. Click Add a Payment Method.
11. Choose electronic check and click Go.
12. Enter account and billing information.
13. Make sure to check the Refund Option box.
14. Click Save.

**NOTE:** you can change or delete your banking information from your Payment Profile. Under Action, click on the pencil icon to edit or the red X to delete.

### Authorize Users to make Payments

1. Go to [www.nmc.edu](http://www.nmc.edu).
2. Click on MyNMC and log in.
3. Under myNMC for Students, click the Self-Service link.
4. Click the Student Billing tab at the top of the page.
5. Click on Authorize Users to Make Payment.
6. Enter your NMC ID and Password.
7. Click Login Now.
8. Click the Authorized Users tab.
9. Click Add an Authorized User.
10. Complete the add an authorized user form, then click Add User.
11. Read through the terms.
12. Check I Agree, then click Continue.
13. An email will be sent to the authorized user with instructions and a link to login.

**NOTE:** You can also edit & delete users under the authorized users tab.