Enroll in a Deferred Payment Plan

2. Click on MyNMC and log in.
3. On the student home page, click on the Self-Service Menu, located next to NMC Self-Service heading.
4. Select the option for Student Billing.
5. Click the Payment Plan Options and then Enroll in a Deferred Payment Plan.
6. Select current Semester 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 and click Login.
12. At the top of the page, click the Payments tab or click the green Payments button.
13. Enter payment amount and click Continue.
14. Select Payment Method and click Continue.
15. Check that amount and payment method shown are correct and click Submit Payment.

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

2. Click on MyNMC and log in.
3. On the student home page, click on the Self-Service Menu, located next to NMC Self-Service heading.
4. Select the option for Student Billing.
5. Click the Payment Plans option and then Enroll in a Deferred Payment Plan for *MARITIME and Ferris consortium students only*
6. Select current Semester and click Submit.
7. Review the payment plan amount and make note of the 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. On the student home page, click on the **Self-Service Menu**, located next to NMC Self-Service heading.
4. Select the option for **Student Billing**.
5. Click **View Account Summary for Semester**.
6. Select **Semester** 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** and click **Login**.
10. At the top of the page, click the **Payments** tab or click the green Payments button.
11. Enter payment amount and click **Continue**.
12. Select **Payment Method** and click **Continue**.
13. Check that amount and payment method shown are correct and click **Submit 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. On the student home page, click on the **Self-Service Menu**, located next to NMC Self-Service heading.
4. Select the option for **Student Billing**.
5. Click on **Student Account Center**.
6. Enter your **NMC ID** and **Password** and click **Login**.
7. At the top of the page, click the **Refunds** tab.
8. Set up two-step verification as prompted. Then click the **Refunds** tab again.
9. Click **Set Up Account** and enter account and billing information.
10. Check the **I Agree** check box then **Continue**.

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. On the student home page, click on the **Self-Service Menu**, located next to NMC Self-Service heading.
4. Select the option for **Student Billing**.
5. Click on **Student Account Center**.
6. Enter your **NMC ID** and **Password** and click **Login**.
7. On the right side of the screen, under **My Profile Setup**, select the option for **Authorized Users**.
8. Click **Add Authorized User**.
9. Add the Authorized User's email address and answer access questions as prompted, then click **Continue**.
10. Read through the terms and conditions, and if you would like to proceed, Check the **I Agree** box, then click **Continue**.
11. 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.