

## Enroll in a Deferred Payment Plan

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1. Go to **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 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

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1. Go to **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 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.

## NMC SELF-SERVICE



## Student Account Balances, Payments, & Refunds



Student Financial Services  
1701 E. Front Street  
Traverse City, MI 49686

231.995.1035 Office  
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## View Account Balances & Make an Online Payment

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1. Go to **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

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1. Go to **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

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1. Go to **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.