

## Enroll in a Deferred Payment Plan

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1. Go to **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

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1. Go to **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.

## NMC SELF-SERVICE



## Student Account Balances, Payments, & Refunds



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

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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. 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

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1. Go to **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

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1. Go to **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.