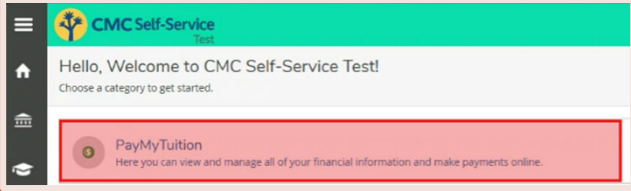
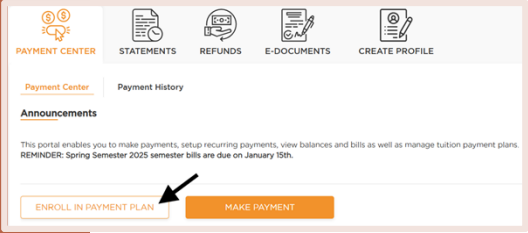


The screenshot shows the CMC Single Sign-On page. At the top is the CMC logo. Below it, the text reads "Single Sign-On" and "CMC Email Address". There is a text input field for the email address and a "Next" button below it. At the bottom right, it says "Secured by Duo". A red dashed arrow points from the "Next" button to the right.

- ✔ Sign in at: [MyCMC Portal](#)
- ✔ From the Self-Service dashboard, select the **PayMyTuition** tile.
- ✔ The screen will count down before you are automatically redirected to the PayMyTuition Portal.



The screenshot shows the CMC Self-Service dashboard. At the top, it says "CMC Self-Service" and "Test". Below that, it says "Hello, Welcome to CMC Self-Service Test!" and "Choose a category to get started.". There is a red box highlighting a "PayMyTuition" tile with the text "Here you can view and manage all of your financial information and make payments online."



The screenshot shows the PayMyTuition Payment Center. At the top, there are navigation tabs: "PAYMENT CENTER", "STATEMENTS", "REFUNDS", "E-DOCUMENTS", and "CREATE PROFILE". Below the tabs, there is a "Payment Center" section with "Payment History" and "Announcements". The announcements section contains the text: "This portal enables you to make payments, setup recurring payments, view balances and bills as well as manage tuition payment plans. REMINDER: Spring Semester 2025 semester bills are due on January 15th." At the bottom, there are two buttons: "ENROLL IN PAYMENT PLAN" and "MAKE PAYMENT". A red dashed arrow points from the "ENROLL IN PAYMENT PLAN" button to the right.

If you are eligible to enroll in a Tuition Payment Plan, the 'ENROLL IN PAYMENT PLAN' button will be available in the PayMyTuition Payment Center.

- ✔ Within the PayMyTuition Payment Center, you can view
Click the **ENROLL IN Tuition Payment Plan** button to begin the process.

The screenshot shows the 'Payment Center' navigation bar with icons for Statements, Refunds, E-Documents, and Create Profile. A progress bar indicates four steps: 1. Select Plan, 2. Schedule, 3. Payment Information, and 4. Agreement. The 'Select Term' dropdown is highlighted with a red circle and contains 'Spring Semester 2025'. Below this is a table of plans:

Plan Name	Setup Fee	Installments	Down Payment	Action
PMT Testing	\$35.00	4		Details Select

The 'PMT TESTING' details pop-up shows:

- Term: Spring Semester 2025
- Enrollment deadline: Jun 25, 2025
- Scheduled payments required?: Yes
- Setup fee: \$35.00
- Down payment: No
- Number of payments: 4
- Payment frequency: Monthly
- Late payment fee: \$25.00

Buttons for 'CANCEL' and 'SELECT' are visible at the bottom of the pop-up.

Step 1: Select Plan

- ✓ The Payment Center will default the 'Select Term' section to an eligible term for a Tuition Payment Plan. You can click the drop-down arrow to change the term you would like to enroll in a Tuition Payment Plan for (Usually, there is only one semester available at a time).
- ✓ For a list of plans you are eligible to enroll in, review the available list. You can click on the **Details** button to see a preview of plan details, such as the applicable term, down payment and setup fee requirements, payment frequency, etc.

NOTE: There is a required Setup Fee (not refundable) and Down Payment in order to enroll in this plan.

- ✓ Once you've read through, click **SELECT** to continue, or click **CANCEL** to back out within the plan Details pop-up.

The screenshot shows the 'Schedule' step. It includes a table for 'Eligible Charges and Credits' and a 'Payment Plan Schedule' table. The 'CALCULATE' button is highlighted with a black arrow. Below is a detailed view of the 'Payment Plan Schedule' table:

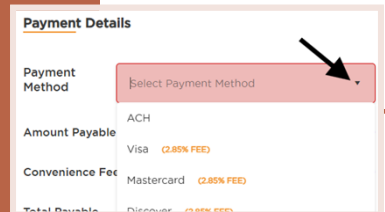
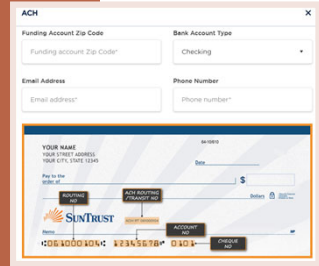
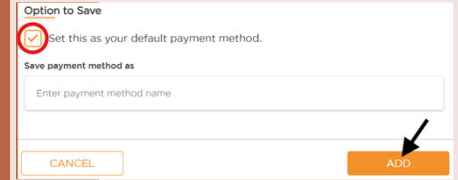
Description	Due Date YYYY-MM-DD	Amount
Setup Fee	2025-04-22	\$ 35.00
Installment 1	2025-04-14	\$ 2,511.25
Installment 2	2025-05-14	\$ 2,511.25
Installment 3	2025-06-16	\$ 2,511.25
Installment 4	2025-07-14	\$ 2,511.25

Summary: Total value of installments: \$ 10,045.00; Total due now: \$ 2,546.25. A 'NEXT' button is at the bottom. An 'ALERT' pop-up for 'Confirmation' is shown at the bottom with 'NO' and 'YES' buttons.

Step 2: Schedule

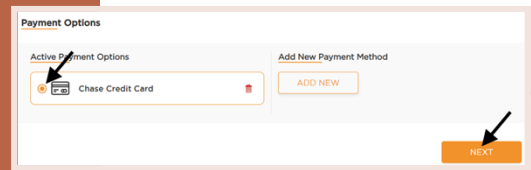
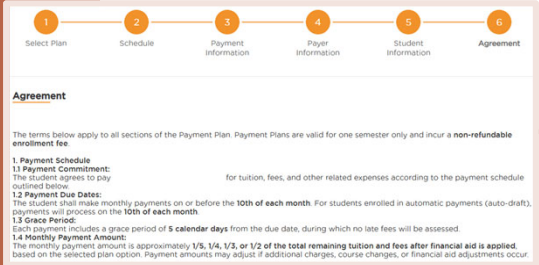
- ✓ This section will detail eligible charges and credits for the Tuition Payment Plan, along with an overall Balance.
- ✓ Down payment and setup fees will be available on this screen, if applicable to your plan.
- ✓ Click the **CALCULATE** button.
- ✓ Choosing the **CALCULATE** button will calculate your installments according to the Tuition Payment Plan schedule.
- ✓ Installments selected by default (grey checkbox) must be paid immediately to enroll in a plan.
- ✓ Installments that are not selected by default (orange checkbox) can be selected if you would like to add an additional amount to the required down payment, which will lessen the next installment amount.
- ✓ Details on the total value of installments and the total due now are available at the bottom of the schedule.
- ✓ Click **NEXT**.

NOTE: You will need to confirm that you acknowledge that changes to your account balance for the term will result in changes to your future installment amounts before proceeding.

Step 3: Payment Information

- ✔ This section will allow you to select your preferred Payment Method.
- ✔ **Students paying from a domestic bank, institution, or card:** Payment options include ACH payments from checking or savings account, and Credit Cards.
- ✔ Use the drop-down menu to select your preferred Payment Method.
- ✔ **If you select ACH as your Payment Method,** you will need to provide your Bank Details in the pop-up form, as seen beside.
- ✔ Prior to clicking the **ADD** button, select the option to set this as your default payment method for future installment payments. If no default payment method is selected, one will need to be enabled prior to your next installment due date.

- ✔ **If you select Credit Card as your Payment Method,** you will need to provide your Credit Card Details in the pop-up form. Prior to clicking the **ADD** button, select the option to set this as your default payment method for future installment payments.
- ✔ If no default payment method is selected, one will need to be enabled prior to your next installment due date.
- ✔ Within the **Active Payment Options**, select your ACH or Credit Card account and click **NEXT**.
- ✔ Read through the entire **Tuition Payment Plan Agreement** and then check the box next to I agree to the Terms and Conditions.
- ✔ You will be required to provide an electronic signature before selecting **PAY NOW** at the bottom of the page.
- ✔ Your payment will be processed automatically, and you will be enrolled in the Tuition Payment Plan.

Account Information

Make a pre-payment

Details	Amount (\$)
Summer 2025	\$0.00
Enrolled Payment Plan & Billing	\$ 10,045.00
Description	Amount (\$)
Payment plan balance	\$ 10,045.00

[VIEW STATEMENTS](#)
[MAKE PAYMENT](#)

Term Balances \$ 5,200.00

Description	Amount (\$)
Fall Semester 2024	\$ 5,000.00
Summer Semester 2024	\$ 200.00
TOTAL STUDENT ACCOUNT BALANCE / OUTSTANDING CHARGES	\$ 15,245.00

Enrolled Payment Plan

Due Date YYYY-MM-DD	Description	Status	Amount	Payment	Assessed Fee	Action
22-04-2025	Setup Fee	INITIATED	\$ 35.00	\$ 0.00	\$ 0.00	
23-04-2025	Installment 1	PENDING	\$ 2,511.25	\$ 0.00	\$ 0.00	PAY NOW
23-05-2025	Installment 2	PENDING	\$ 2,511.25	\$ 0.00	\$ 0.00	PAY NOW
23-06-2025	Installment 3	PENDING	\$ 2,511.25	\$ 0.00	\$ 0.00	PAY NOW
23-07-2025	Installment 4	PENDING	\$ 2,511.25	\$ 0.00	\$ 0.00	PAY NOW

Once your Tuition Payment Plan is set up, you will be able to view your plan on your Payment Center.

- ✔ **Account Information:**
 - a) Pre-payment options (if applicable).
 - b) Tuition Payment Plan balance.
- ✔ **Term Balances:** This will include ALL charges, even ones for other semesters.

Balance Not Included in Plan: Any charges that aren't included in the automatic payments.
- ✔ **Scheduled Payments:** View the upcoming payments on your plan, including the charge date and amount, as well as the saved payment method it will be charged to.