## **ENROLLING IN A PAYMENT PLAN**

### Enroll @ payplan.acipayonline.com





### There are two ways to enroll:

1-If you have *never* enrolled, begin by clicking on "Sign up" to register for "My Account". Once you have registered you can log in and click on "Enroll in a Plan."

2-If you already have a "My Account" profile, simply log in and click on "Enroll in a Plan."

\*\*You must re-enroll in a plan EACH semester. Re-enrollment is NOT automatic\*\*

#### On the next few screens you will enter information:

State: North Carolina

Payment Entity: Meredith College

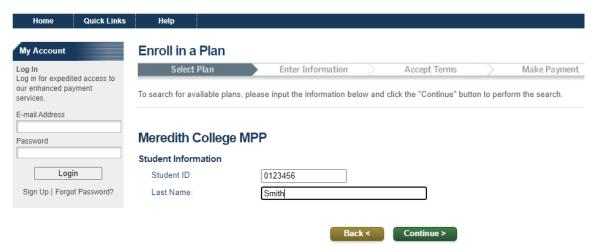
Plan Group: MPP



Home Quick Links	Help			
My Account	Enroll in a Plan			
Log In Log in for expedited access to	Select Plan	Enter Information	Accept Terms	Make Payment
our enhanced payment services.	Please select the State, Payment Entity, and Plan Group below. Click the "Continue" button to continue with the plan enrollment process.			
E-mail Address				
Password	State:	North Carolina	•	
	Payment Entity:	Meredith College	•	
Login	Plan Group:	MPP	~	
Sign Up   Forgot Password?		,	Continue >	

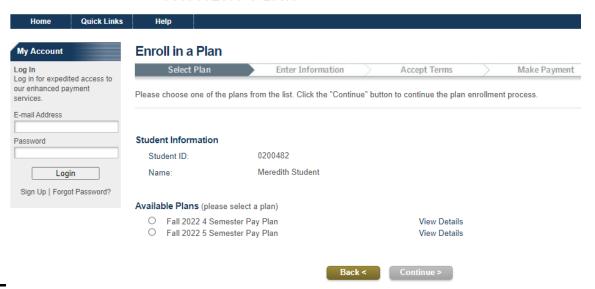
# Enter the **Student ID number** (7 digits, starting with 0) Enter the **Student's last name**





### **Choose a plan**





# You can choose between two plans (offered both Fall and Spring):

**5 months**— Payments for FALL are *due on the* **1**<sup>st</sup> *of*: July, Aug, Sept, Oct, Nov

Payments for SPRING are due on the 1st of: Dec, Jan, Feb, Mar, Apr

**4 months**— Payments for FALL are *due on the* **1**<sup>st</sup> of: Aug, Sept, Oct, Nov

Payments for SPRING are due on the 1st of: Jan, Feb, Mar, Apr

Once you select a plan, the student's balance amount should populate and calculate automatically.

\*Be sure to compare the "Current Balance" amount to the <u>Total Amount Due</u> found in the student's *Self Service* portal (<u>mcis.meredith.edu</u>) under Student Finance/Account Activity. If Estimated Financial Aid has not yet been added, you can enter the expected amount if you know it. (Please contact <u>finaid@meredith.edu</u> for aid information)

If the Current Balance amount does not match the student account, there could be several reasons:

- -There may be a prior credit/balance from a past semester not included in the total
- -A charge has been added/dropped from the student account
- -Aid (loans, grants, scholarships) have been added/removed from the student account



\*You can adjust the Payment Plan balance once you have completed enrollment. Complete enrollment by simply paying the \$35 enrollment fee before the first due date. You can then log back in to make adjustments and/or make your payment. Look for the "Adjust" balance link on the Profile Details page.

NOTE: Payment plan accounts do not directly link to the Student account. Any changes made to the Student account during the semester <u>will not</u> update in the Payment Plan account unless the account holder logs in and manually makes an adjustment to the payment plan.

### Once you have selected a plan, you must agree to the plan.

On the Accept Terms page, you are presented with your plan details.

You will also find the "Retail Installment Contract" and "Truth in Lending Disclosure", which you must electronically sign to continue the plan enrollment.



-Review the "Retail Installment Contract" and "Truth in Lending Disclosure"

**Note**: You can click the Save/Print PDF link to open the contract in PDF format. You can then print of save it.

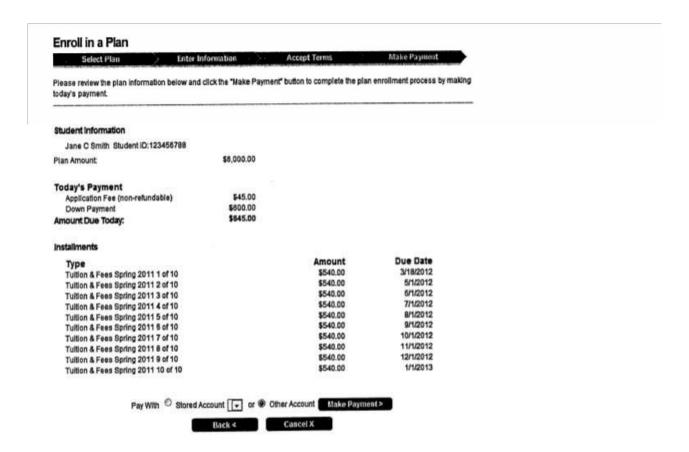
- -Accept the "Retail Installment Contract" and "Truth in Lending Disclosure" by selecting the *laccept* check box at the bottom of the contract.
- -Click the Continue button to continue with the plan enrollment

If	Then
You previously selected that you will schedule automatic payments	You are directed to Schedule Payment page.
You <b>DID NOT</b> previously select that you will schedule automatic payments	You are directed to the Make Payment page

### Make a Payment

When you have agreed to a plan, you must make a payment. You must provide payment and payer information before submitting the payment.

NOTE: If you enroll in a plan after the first due date, payment will be due at the time of enrollment. If more than one due date has past, payment for *each* of those due dates will be due at the time of enrollment.



<sup>\*</sup>Note: The above image displays 10 payment installments. Meredith College only offers 4 or 5 month plans.

If you have further questions or are in need of assistance, please contact ACI/Official Payments customer service at 1-866-964-4020. You may also contact the Meredith College Accounting Office at 919-760-8363 or email us at <a href="mailto:accounting@meredith.edu">accounting@meredith.edu</a>

For general questions and information:

Accounting (Tuition)	760-8363
Financial Assistance (Loans/Scholarships)	760-8565
Health Services (Medical Insurance)	760-8535