

ENROLLING IN A PAYMENT PLAN

Enroll @ payplan.acipayonline.com

The screenshot shows the ACI Payments, Inc. Payment Plan website. At the top, the logo reads "ACI PAYMENTS, INC. PAYMENT PLAN". Below the logo is a navigation bar with "Home", "Quick Links", and "Help". On the left is a "My Account" sidebar with a "Log In" section containing fields for "E-mail Address" and "Password", and a "Login" button. Below the login fields are links for "Sign Up" (circled in red) and "Forgot Password?". The main content area features a banner with the text "Official Payments has changed its name to ACI Payments, Inc." and "YOUR PAYMENT PLAN — MAKE PAYMENTS ON TIME, EVERY TIME". Below the banner is a "How It Works" section and an "Enroll In A Plan" section with a red 'X' over the text.

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

The screenshot shows the "Enroll in a Plan" screen on the ACI Payments, Inc. website. The top navigation bar is the same as in the previous screenshot. The "My Account" sidebar is also present. The main content area is titled "Enroll in a Plan" and features a progress bar with four steps: "Select Plan", "Enter Information", "Accept Terms", and "Make Payment". Below the progress bar, there is a text prompt: "Please select the State, Payment Entity, and Plan Group below. Click the 'Continue' button to continue with the plan enrollment process." Below this prompt are three dropdown menus: "State" (selected: North Carolina), "Payment Entity" (selected: Meredith College), and "Plan Group" (selected: MPP). At the bottom right of the form is a green "Continue >" button.

Enter the **Student ID number** (7 digits, starting with 0)

Enter the **Student's last name**

ACI PAYMENTS, INC.™
PAYMENT PLAN

Home Quick Links Help

My Account
Log In
Log in for expedited access to our enhanced payment services.
E-mail Address
Password
Login
Sign Up | Forgot Password?

Enroll in a Plan

Select Plan Enter Information Accept Terms Make Payment

To search for available plans, please input the information below and click the "Continue" button to perform the search.

Meredith College MPP

Student Information
Student ID: 0123456
Last Name: Smith

Back < Continue >

Choose a plan

ACI PAYMENTS, INC.™
PAYMENT PLAN

Home Quick Links Help

My Account
Log In
Log in for expedited access to our enhanced payment services.
E-mail Address
Password
Login
Sign Up | Forgot Password?

Enroll in a Plan

Select Plan Enter Information Accept Terms Make Payment

Please choose one of the plans from the list. Click the "Continue" button to continue the plan enrollment process.

Student Information
Student ID: 0200482
Name: Meredith Student

Available Plans (please select a plan)

- Fall 2022 4 Semester Pay Plan [View Details](#)
- Fall 2022 5 Semester Pay Plan [View Details](#)

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

5 months— Payments for FALL are *due on the 1st* 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 1st* 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 Total Amount Due found in the student's *Self Service* portal (mcis.meredith.edu) 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 finaid@meredith.edu 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

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PAYMENT PLAN

Home Quick Links Help

My Account
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Enroll in a Plan

Select Plan Enter Information Accept Terms Make Payment

Please enter the dollar amount to be paid by the plan and click "Calculate" to view the plan details. You must click "Calculate" again if you change the dollar amount. Click the "Continue" button to continue with the plan enrollment process.

Meredith College MPP Fall 2022 4 Semester Pay Plan

Current Balance:	11510.25
Estimated Financial Aid:	0.00
Plan Amount:	11510.25

Today's Payment

Application Fee (non-refundable)	\$35.00
MPP Fall 2022 1 of 4	\$2,877.56
Amount Due Today:	\$2,912.56

Installments

Type	Amount	Due Date
Installment 2 MPP Fall 2022 2 of 4	\$2,877.56	9/1/2022
Installment 3 MPP Fall 2022 3 of 4	\$2,877.56	10/1/2022
Installment 4 MPP Fall 2022 4 of 4	\$2,877.57	11/1/2022

Back < Cancel X Continue >

***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 will not 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.

Enroll in a Plan

Select Plan Enter Information **Accept Terms** Make Payment

Please review and accept the Retail Installment Contract below and click the "Continue" button to continue with the plan enrollment process.

OPC University Tuition & Fees Spring 2011 10 pay Download Acrobat Reader

RETAIL INSTALLMENT CONTRACT

Date: 1/26/2012

BUYER	SELLER
Buyer's Name (and Co-Buyer's Name if applicable) Jane C Smith	Name OPC University
Address: 128 Street #12 Auburn, AL 36830	Address: 177 Technology Parkway Auburn, AL 36830
Phone Number: 3345551234	Phone Number: 3345215767

STUDENT'S NAME: Jane C Smith

This Retail Installment Contract (the "Installment Contract") is between the Buyer named above and the Seller named above. In this Installment Contract, the terms "seller," "we," "us" and "our" refer to the Seller named above; the terms "you" and "your" refer to the Buyer identified above.

I accept

Save/Print PDF

Back < Cancel X Continue >

-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 or save it.

-Accept the “Retail Installment Contract” and “Truth in Lending Disclosure” by selecting the **I accept** 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 DID NOT 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.

Enroll in a Plan

Select Plan > Enter Information > Accept Terms > **Make Payment**

Please review the plan information below and click the "Make Payment" button to complete the plan enrollment process by making today's payment.

Student Information

Jane C Smith Student ID: 123456788

Plan Amount: \$8,000.00

Today's Payment

Application Fee (non-refundable) \$45.00
Down Payment \$600.00
Amount Due Today: \$645.00

Installments

Type	Amount	Due Date
Tuition & Fees Spring 2011 1 of 10	\$540.00	3/18/2012
Tuition & Fees Spring 2011 2 of 10	\$540.00	5/1/2012
Tuition & Fees Spring 2011 3 of 10	\$540.00	6/1/2012
Tuition & Fees Spring 2011 4 of 10	\$540.00	7/1/2012
Tuition & Fees Spring 2011 5 of 10	\$540.00	8/1/2012
Tuition & Fees Spring 2011 6 of 10	\$540.00	9/1/2012
Tuition & Fees Spring 2011 7 of 10	\$540.00	10/1/2012
Tuition & Fees Spring 2011 8 of 10	\$540.00	11/1/2012
Tuition & Fees Spring 2011 9 of 10	\$540.00	12/1/2012
Tuition & Fees Spring 2011 10 of 10	\$540.00	1/1/2013

Pay With Stored Account or Other Account **Make Payment >**

Back < **Cancel X**

***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 accounting@meredith.edu

For general questions and information:

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