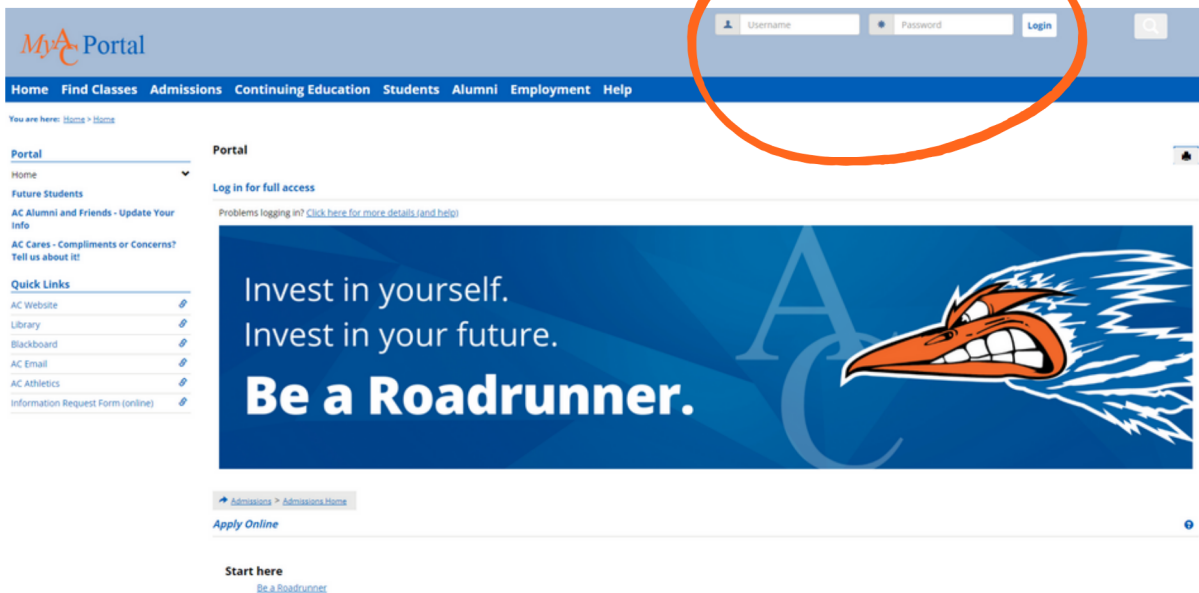


# How to sign up for a Payment Plan

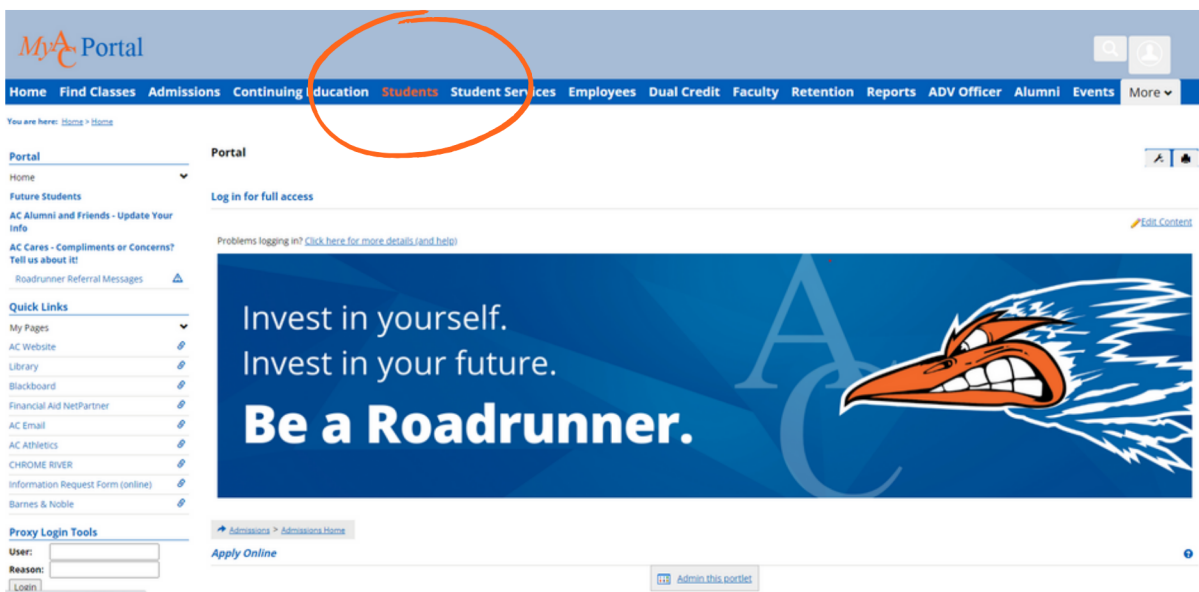
## Step 1

Login to the MyAC Portal



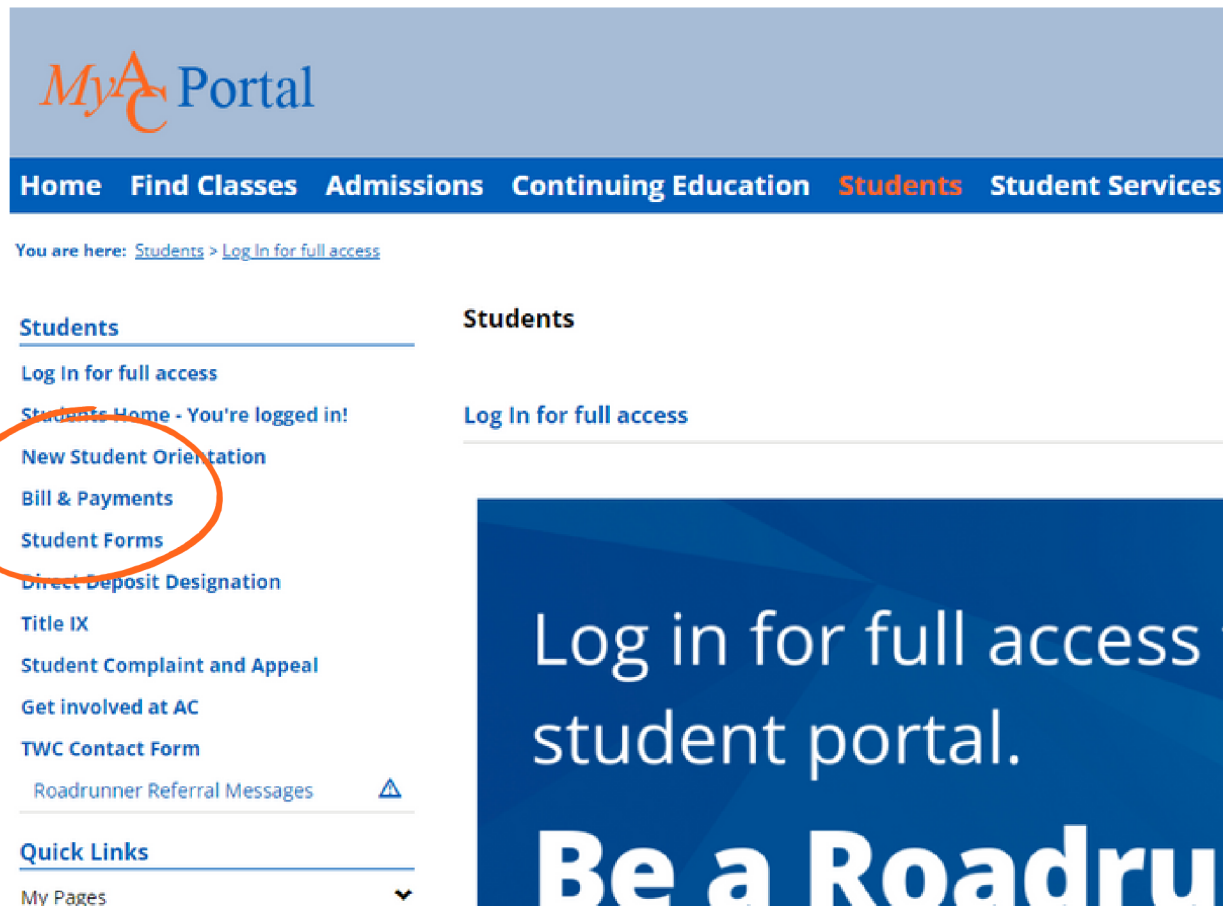
## Step 2

Click the Students Tab



## Step 3

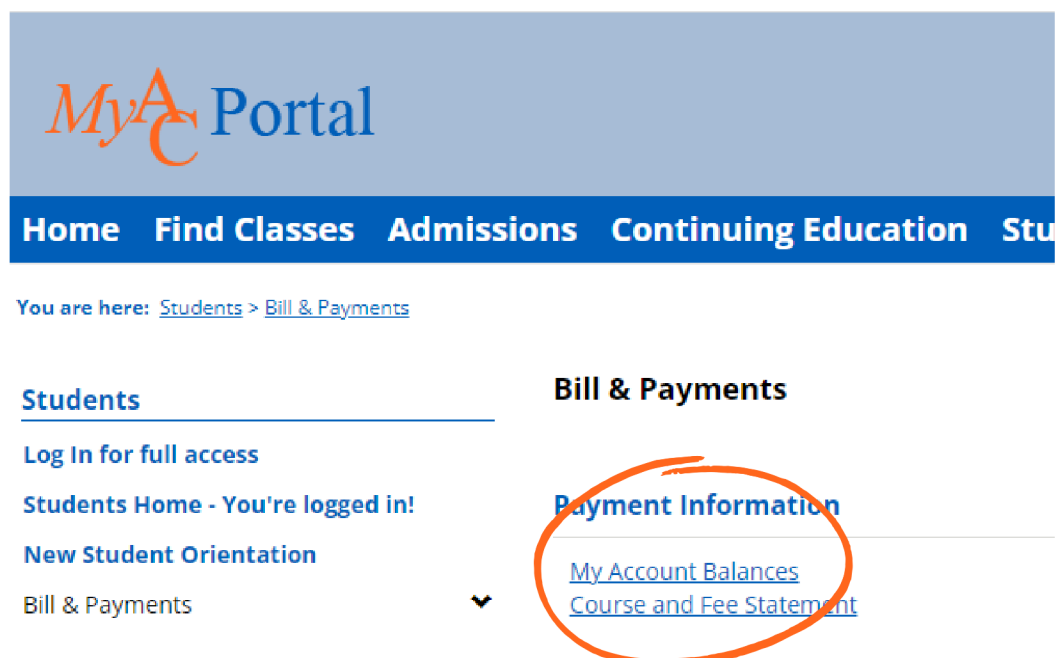
Click Bill & Payments



The screenshot shows the MyAC Portal homepage. The header includes the MyAC Portal logo and a navigation bar with links: Home, Find Classes, Admissions, Continuing Education, Students, and Student Services. Below the navigation bar, a breadcrumb trail reads "You are here: Students > Log In for full access". The left sidebar contains a "Students" section with a list of links: Log In for full access, Students Home - You're logged in!, New Student Orientation, Bill & Payments (circled in orange), Student Forms, Direct Deposit Designation, Title IX, Student Complaint and Appeal, Get involved at AC, TWC Contact Form, and Roadrunner Referral Messages. Below this is a "Quick Links" section with a "My Pages" dropdown. The main content area features a large blue banner with the text "Log in for full access to student portal." and "Be a Roadrunner".

## Step 4

Click My Account Balances



The screenshot shows the MyAC Portal "Bill & Payments" page. The header includes the MyAC Portal logo and a navigation bar with links: Home, Find Classes, Admissions, Continuing Education, and Student Services. Below the navigation bar, a breadcrumb trail reads "You are here: Students > Bill & Payments". The left sidebar contains a "Students" section with a list of links: Log In for full access, Students Home - You're logged in!, New Student Orientation, and Bill & Payments (circled in orange). Below this is a "Quick Links" section with a "My Pages" dropdown. The main content area features a large blue banner with the text "Log in for full access to student portal." and "Be a Roadrunner".

## Step 5

Select Term or Quarter

**Use drop down (below) to Pay in full or setup a Payment Plan**

Use the Year / Term drop down to select a different year and term to view.

Fall 2022 - Tuition



## Step 6

Choose Payment Option

### My Account Balances

Student Receivables    \$0.00 Due

**Grand Total**                \$0.00 Due

[Enroll in a Payment Plan](#)



[Make Payment](#)

