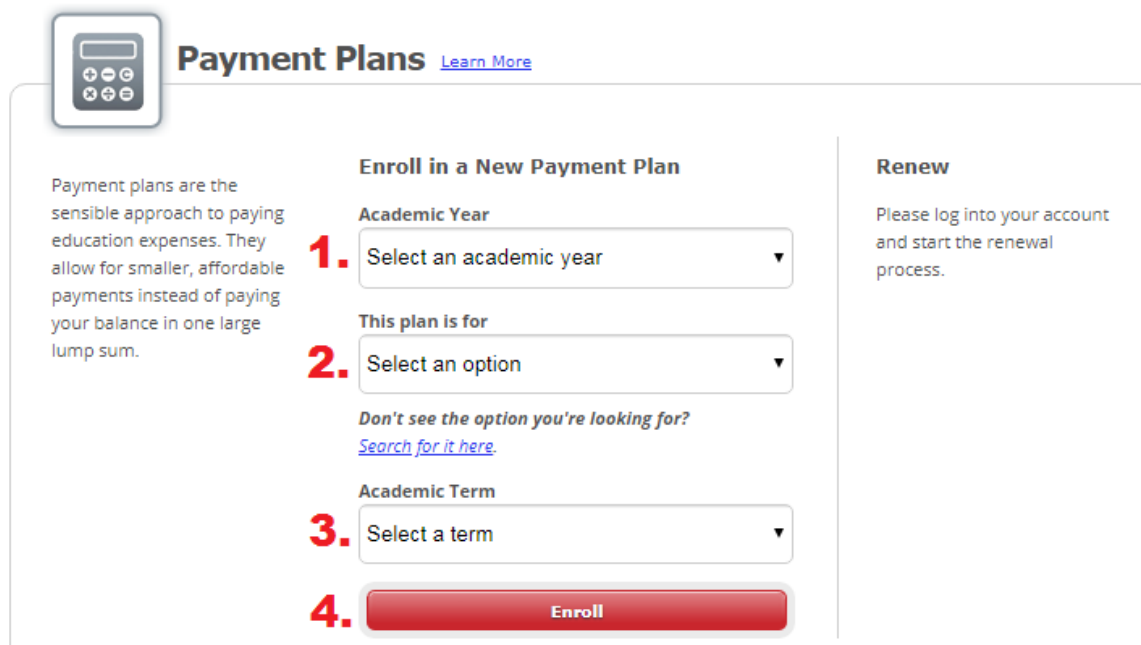




How to Enroll in a New Payment Plan

1. Go to your School's Afford.com web address. If you do not have the web address, please go to cpp.afford.com and search for your school.
2. Scroll down the center of the page to the **"Payment Plans"** section and choose the appropriate choice in all 3 dropdown menus - **"Academic Year"**, **"This plan is for"**, and then **"Academic Term"** and click **"Enroll"**.



The screenshot shows the 'Payment Plans' section of the Afford.com website. It includes a calculator icon, a 'Learn More' link, and a 'Renew' section. The main area is titled 'Enroll in a New Payment Plan' and contains three dropdown menus: 'Academic Year', 'This plan is for', and 'Academic Term'. A red 'Enroll' button is at the bottom. A 'Renew' section on the right asks the user to log in to start the renewal process.

Payment Plans [Learn More](#)

Payment plans are the sensible approach to paying education expenses. They allow for smaller, affordable payments instead of paying your balance in one large lump sum.

Enroll in a New Payment Plan

1. Select an academic year

2. Select an option

Don't see the option you're looking for?
[Search for it here.](#)

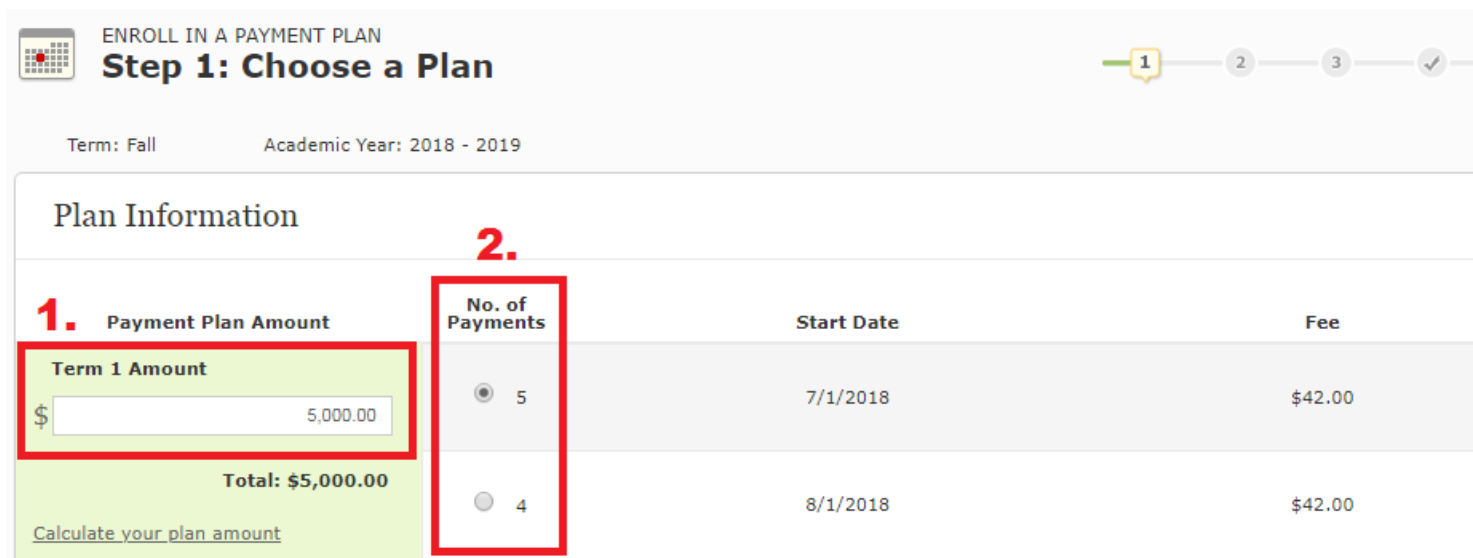
3. Select a term

4. **Enroll**

Renew

Please log into your account and start the renewal process.

3. On **Step 1**, you will be asked to enter your **"Payment Plan Amount"**. Please enter the total dollar amount you owe out of pocket for any/all terms listed. Next, select your plan length in the **"No. of Payments"** column.



The screenshot shows the 'Step 1: Choose a Plan' section of the Afford.com website. It includes a calendar icon, a progress bar with steps 1, 2, 3, and 4, and a 'Plan Information' table. The table has columns for 'Term', 'Academic Year', 'No. of Payments', 'Start Date', and 'Fee'. The 'Term' is set to 'Fall' and the 'Academic Year' is '2018 - 2019'. The 'No. of Payments' column has two options: 5 (selected) and 4. The 'Start Date' column has two options: 7/1/2018 and 8/1/2018. The 'Fee' column has two options: \$42.00 and \$42.00. The 'Payment Plan Amount' column has a text input field with the value '5,000.00' and a 'Total: \$5,000.00' label. A 'Calculate your plan amount' link is at the bottom.

ENROLL IN A PAYMENT PLAN

Step 1: Choose a Plan

Term: Fall Academic Year: 2018 - 2019

Plan Information

1. Payment Plan Amount	2. No. of Payments	Start Date	Fee
Term 1 Amount \$ 5,000.00	<input checked="" type="radio"/> 5	7/1/2018	\$42.00
Total: \$5,000.00	<input type="radio"/> 4	8/1/2018	\$42.00

[Calculate your plan amount](#)

4. In the next section, please confirm your plan selection and carefully review all **“Important Payment Plan Information”** before moving forward. Next, review the **“Payment Plan Schedule”** section for a complete outline of your selected payment schedule, due dates & amounts.

Payment Plan Schedule

Payment Number	Amount	Date Due
1	\$1,000.00	7/1/2018
2	\$1,000.00	8/1/2018
3	\$1,000.00	9/1/2018
4	\$1,000.00	10/1/2018
5	\$1,000.00	11/1/2018

5. Next, fill out **ALL** required fields (marked with an *) in both the **“Student Information”** and **“Payer Information”** section.

1. Student Information

First Name *	M.I.	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
School Student ID *			
<input type="text"/>			

2. Payer Information

First Name *	M.I.	Last Name *	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country *			
<input type="text" value="United States"/>			
Address (line 1) *		Address (line 2)	
<input type="text"/>		<input type="text"/>	
City *	State *		
<input type="text"/>	<input type="text" value="AL - Alabama"/>		
Zip *			
<input type="text"/>			
Email Address *		Confirm Email Address *	
<input type="text"/>		<input type="text"/>	
Phone *	Ext.		
<input type="text"/>	<input type="text"/>		

6. Next, scroll to the **“Create a Password”** section where you will be asked to create & confirm a password for your online account. Your password must meet **ALL** requirements on the list to the right. As you meet each requirement, the **RED X** will change to a **GREEN Checkmark**. Once you see all 7 checkmarks, you will be able to continue.

Create a Password

Email Address (Your email is your user name)

johndoe@yahoo.com

Password *

Confirm Password *

Password Requirements

- ✓ At least 8 characters
- ✓ No more than 14 characters
- ✓ At least 1 uppercase letter
- ✓ At least 1 number
- ✗ At least 1 special characters
- ✓ No illegal characters (<, >)
- ✓ Passwords must match

7. Move to the **“Terms & Conditions”** section to read and agree to the TMS **“Payment Plan Agreement”**, next select your delivery preference for the Truth in Lending disclosure. Finally, click the **“Submit”** button in the lower right to continue to the next step.
8. On Step 2, you will have the option to enroll into **Automatic Payments**. Please select either **“Yes”** or **“No”** & follow the remaining steps depending on your choice. When finished, click **“Submit”** in the lower right to continue.

ENROLL IN A PAYMENT PLAN

Step 2: Automatic Payments


1 2 3 ✓

Payment Plan Amount: \$5,000.00

Term: Fall

Academic Year: 2018 - 2019

Enroll in Automatic Payments



Automatic Payments are safe and secure!
Enrolling in Automatic Payments will allow your scheduled payments to be made with no additional work from you. Enroll now and you will not have to worry about late fees, writing paper checks or mailing a bill.

Enroll in Automatic Payments? ☐ Yes ☒ No

Note: Automatic Payments will commence after the Payment Plan account is active.

9. On Step 3, you will select & authorize your payment to activate your plan. You can choose the minimum due, opt to pre-pay future payments, or enter a custom amount. *(Please note: Depending on your selected plan, your minimum payment due today may also include back payments)*. Before proceeding, please be sure to confirm the total amount of **today’s** payment.

If you select “Quit” – Your plan enrollment will be incomplete. Your account will not be considered active or enrolled by TMS nor your school until the minimum payment is made.



ENROLL IN A PAYMENT PLAN

Amount to Pay Today



Payment Plan Amount: \$2,000.00

Term: Fall

Academic Year: 2018 - 2019

Select the total amount you wish to pay today

☒ Minimum

☐ Minimum + 1 installment(s)

☐ Other Amount: 0

Amount to be paid today

\$42.00

Payments covered by today's payment amount:

	Payment Type	Due Date	Amount
<input checked="" type="checkbox"/>	Enrollment Fee	Due Now	\$42.00
	Installment	7/1/2018	\$400.00
	Installment	8/1/2018	\$400.00
	Installment	9/1/2018	\$400.00
	Installment	10/1/2018	\$400.00
	Installment	11/1/2018	\$400.00
<input checked="" type="checkbox"/> Fully covered	<input type="checkbox"/> Partially covered		

Quit

Submit

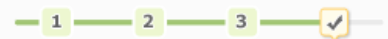
10. Finally, you'll be asked to "Select a Payment Method" for your payment. Make your selection, follow the guided prompts and carefully enter your payment information, review the terms & conditions and then submit your payment.

Once your payment is submitted successfully, you'll be taken to a confirmation page outlining your TMS account number, payment confirmation number, and all relevant plan details. You can print the page for your records or click "Return to Home" to exit.



ENROLL IN A PAYMENT PLAN

Your Enrollment is Complete



Congratulations, you have completed your payment plan enrollment!

If you have any additional questions or experience problems enrolling online, please call

Tuition Managements Systems

Customer Care at 1-800-722-4867

Monday – Friday 8:00 am – 10:00 pm EST