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”.

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.
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.

<table>
<thead>
<tr>
<th>Payment Number</th>
<th>Amount</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1,000.00</td>
<td>7/1/2018</td>
</tr>
<tr>
<td>2</td>
<td>$1,000.00</td>
<td>8/1/2018</td>
</tr>
<tr>
<td>3</td>
<td>$1,000.00</td>
<td>9/1/2018</td>
</tr>
<tr>
<td>4</td>
<td>$1,000.00</td>
<td>10/1/2018</td>
</tr>
<tr>
<td>5</td>
<td>$1,000.00</td>
<td>11/1/2018</td>
</tr>
</tbody>
</table>

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
   - School Student ID *

2. **Payer Information**

   - First Name *
   - M.I.
   - Last Name *
   - Suffix
   - Country *
     - United States
   - Address (line 1) *
   - Address (line 2)
   - City *
   - State *
     - AL - Alabama
   - Zip *
   - Email Address *
   - Confirm Email Address *
   - Phone *
   - Ext.
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.

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.

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.**
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.

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