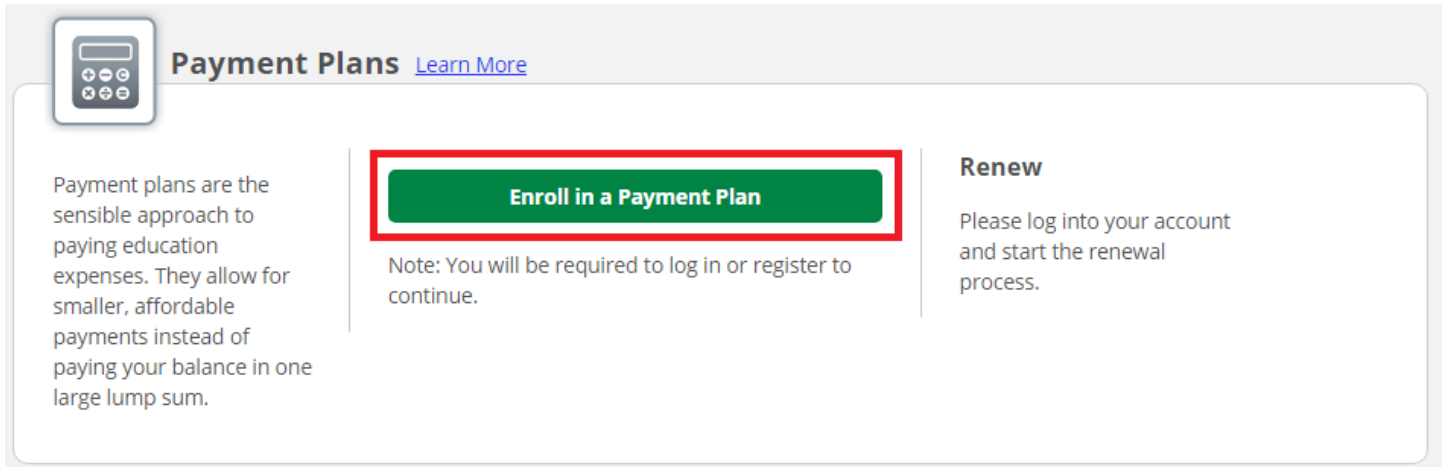


How to Enroll in Your First Payment Plan

1. Go to your School's Afford.com web address. If you do not have the web address, please go to Afford.com and search for your school.
2. Scroll down the center of the page to the "Payment Plans" section and click the "Enroll in a Payment Plan" button.



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.

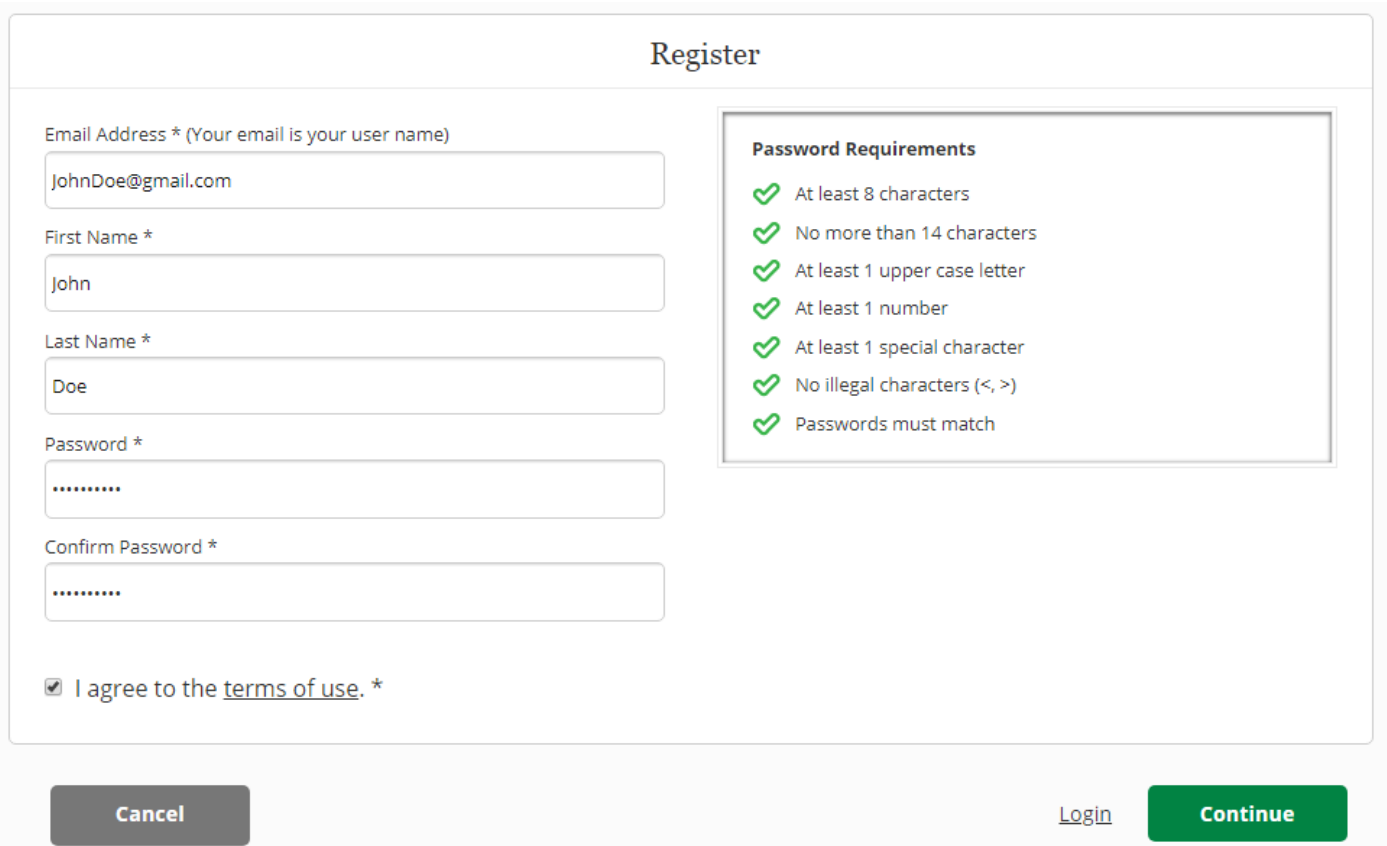
Enroll in a Payment Plan

Note: You will be required to log in or register to continue.

Renew

Please log into your account and start the renewal process.

3. You'll first be prompted to register an online profile. Please enter all requested information in the spaces provided and agree to the terms of use. Then click "Continue".



Register

Email Address * (Your email is your user name)

JohnDoe@gmail.com

First Name *

John

Last Name *

Doe

Password *

.....

Confirm Password *

.....

I agree to the [terms of use](#). *

Password Requirements

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

[Cancel](#) [Login](#) [Continue](#)

4. On the next screen, enter your mailing address & phone number in the spaces provided and click "Continue".

5. You'll then be asked to **"Verify Your Email Address"**. We will send you a unique code to the email address you provided. Please obtain the code from your inbox and then return to the same page and enter the verification code and click **"Continue"**.

Verify Your Email Address

To make sure your account is secure, we need to verify your email address. Please enter the verification code sent to your email.

If you did not receive the email sent to jvanner@afford.com, [click here to resend the verification code](#).


Enter Verification Code *

CancelContinue

6. Once you successfully login, you should click **"Enroll in a Payment Plan"**.


Payment Plan

There is no payment plan associated with your online account.

 **Enroll in a Payment Plan**
Click here to enroll in a Payment Plan. >

Don't See Your Payment Plan?
Click here to link a payment plan to your online account. >

7. Next, you'll be asked to select an academic year, the plan/program that best fits you, and the academic term. Then click **"Continue"**.

 **Enroll in a Payment Plan**
Tell us what this plan is for.

Academic Year

This plan is for

Academic Term

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

CancelContinue

8. 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.

ENROLL IN A PAYMENT PLAN

1
2
3
✓

Step 1: Choose a Plan

Term: Fall
Academic Year: 2018 - 2019

Plan Information

1. Payment Plan Amount

Term 1 Amount

\$

Total: \$5,000.00

[Calculate your plan amount](#)

2.

No. of Payments

5

4

	Start Date	Fee
7/1/2018	\$42.00	
8/1/2018	\$42.00	

9. 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

10. Next, fill out **ALL** required fields in the **“Student Information”** section. (The **“Payer Information”** section will automatically pre-populate all the information entered during registration – this cannot be edited.)

Student Information

First Name *

M.I.

Last Name *

Suffix

ID *

11. 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.


12. 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.

13. 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

1 2 3 ✓

Payment Plan Amount: \$2,000.00 Term: Fall Academic Year: 2018 - 2019

Select the total amount you wish to pay today

1. Minimum
 Minimum + installment(s)
 Other Amount:

2. Amount to be paid today
\$42.00

Payments covered by today's payment amount:

	Payment Type	Due Date	Amount
✓	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

✓ Fully covered Partially covered

Quit 3. Submit

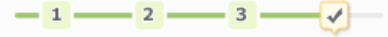
14. Finally, you'll be asked to **"Select a Payment Method"** for your payment. Make your selection, follow the guided prompts and carefully enter your payment information, review the terms & conditions and then submit your payment.

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!