How to set up a payment plan

First, you will need to know how to log in to self-service on www.office.com . If you do not have a user name or password, check your email account for two emails from PCC Admissions. Those emails have your user name and password in them. If you cannot find those emails, call Admissions at 620-450-2122 to have them request that your credentials be sent again.

In addition to knowing how to log in, you will need to know your student ID (also called an external ID that fits the pattern 000-##-####), your balance due for the semester and either a credit/debit card or routing number and bank account for payment.

Now to get started, go to www.office.com. You will sign in with your Pratt email that ends @prattcc.edu and the password that was emailed to you. Complete the multifactor authentication to finish the log in process.
Once you get logged in, click on "Apps" on the left side. Your screen will look similar to this.
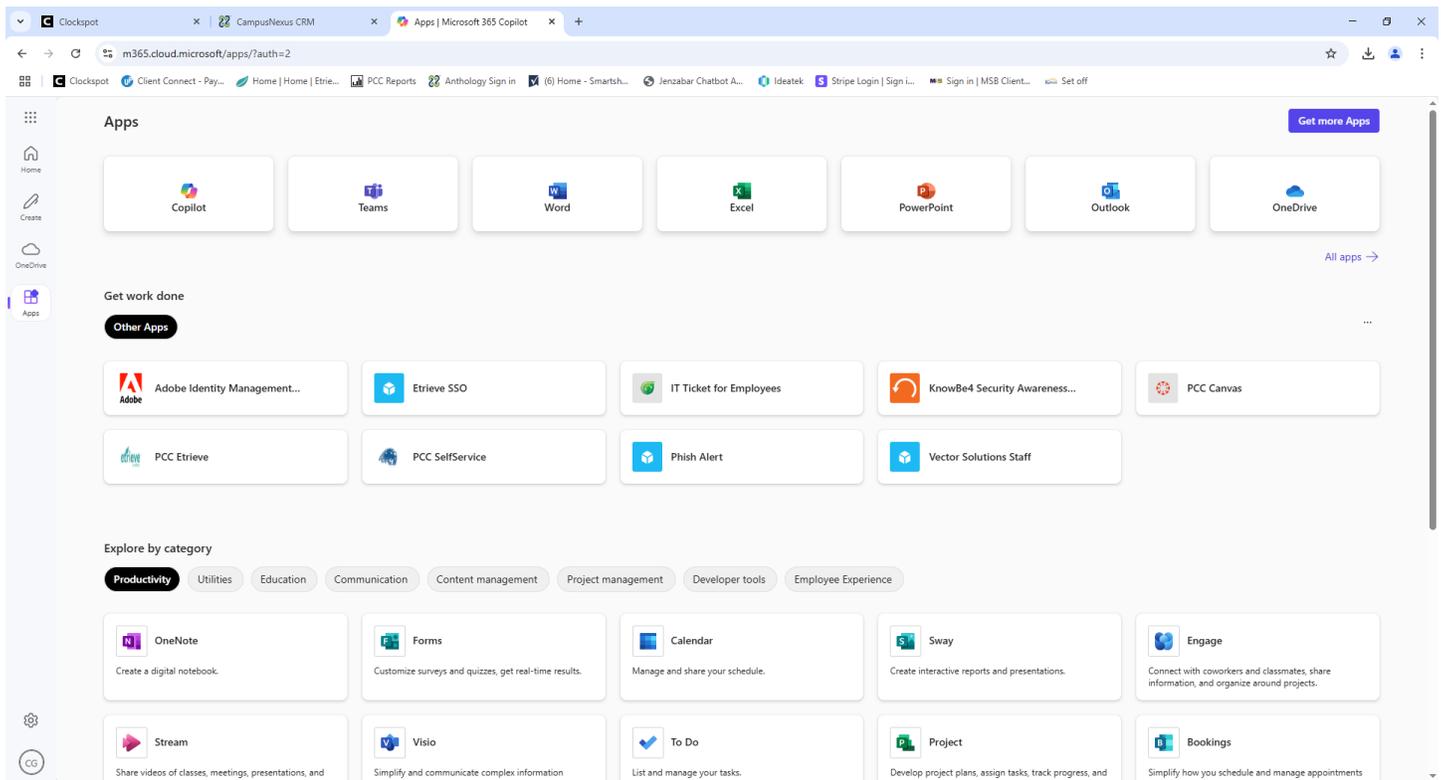
Click on PCC SelfService.
The next screen looks like this.
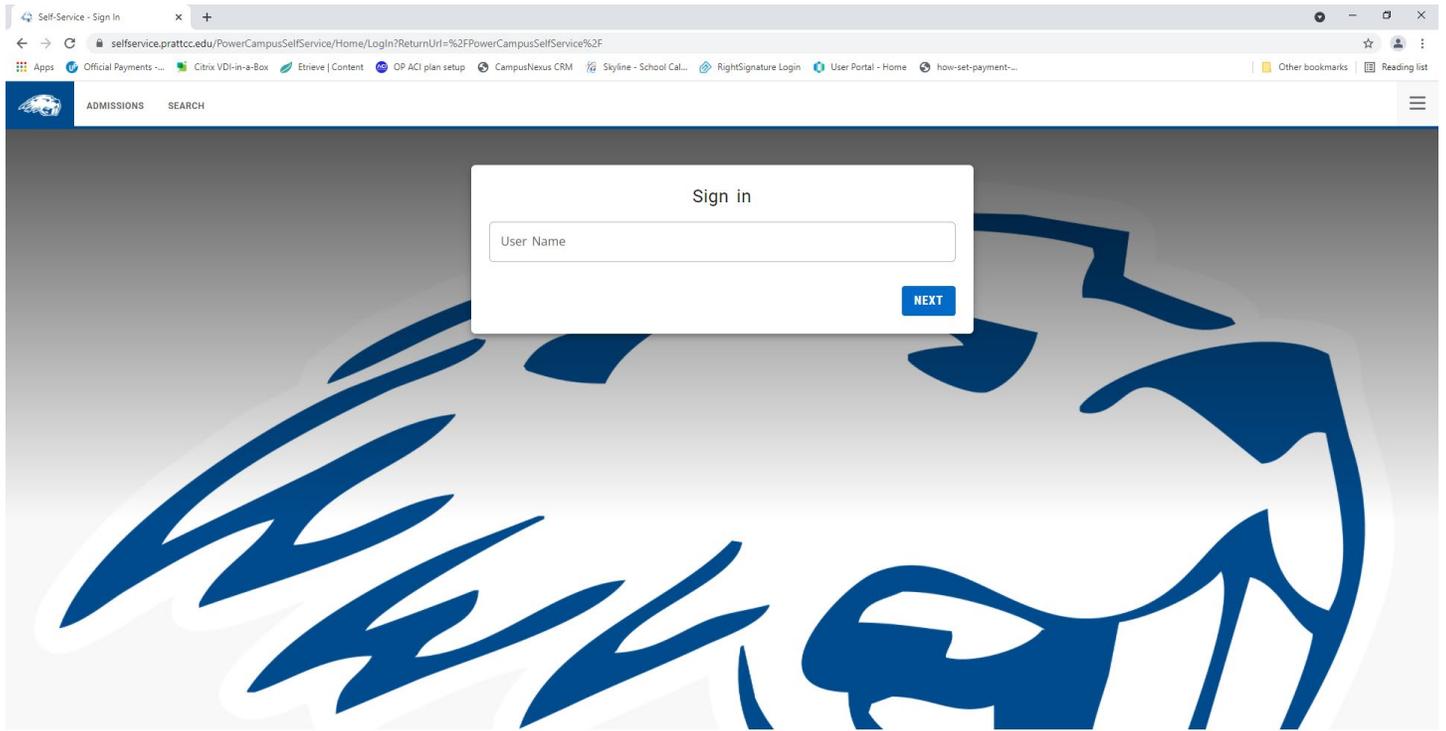
Click on Next to continue.
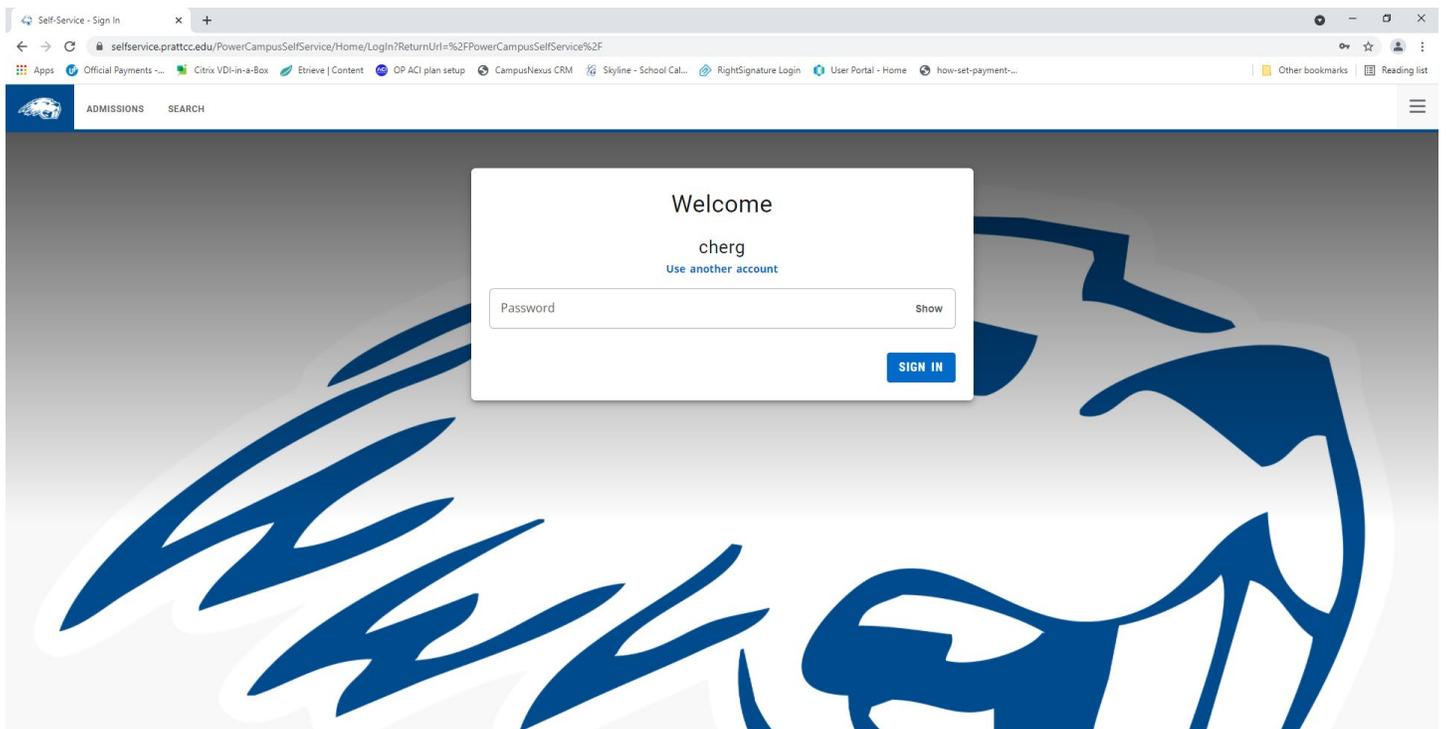
Click on Sign in to continue.
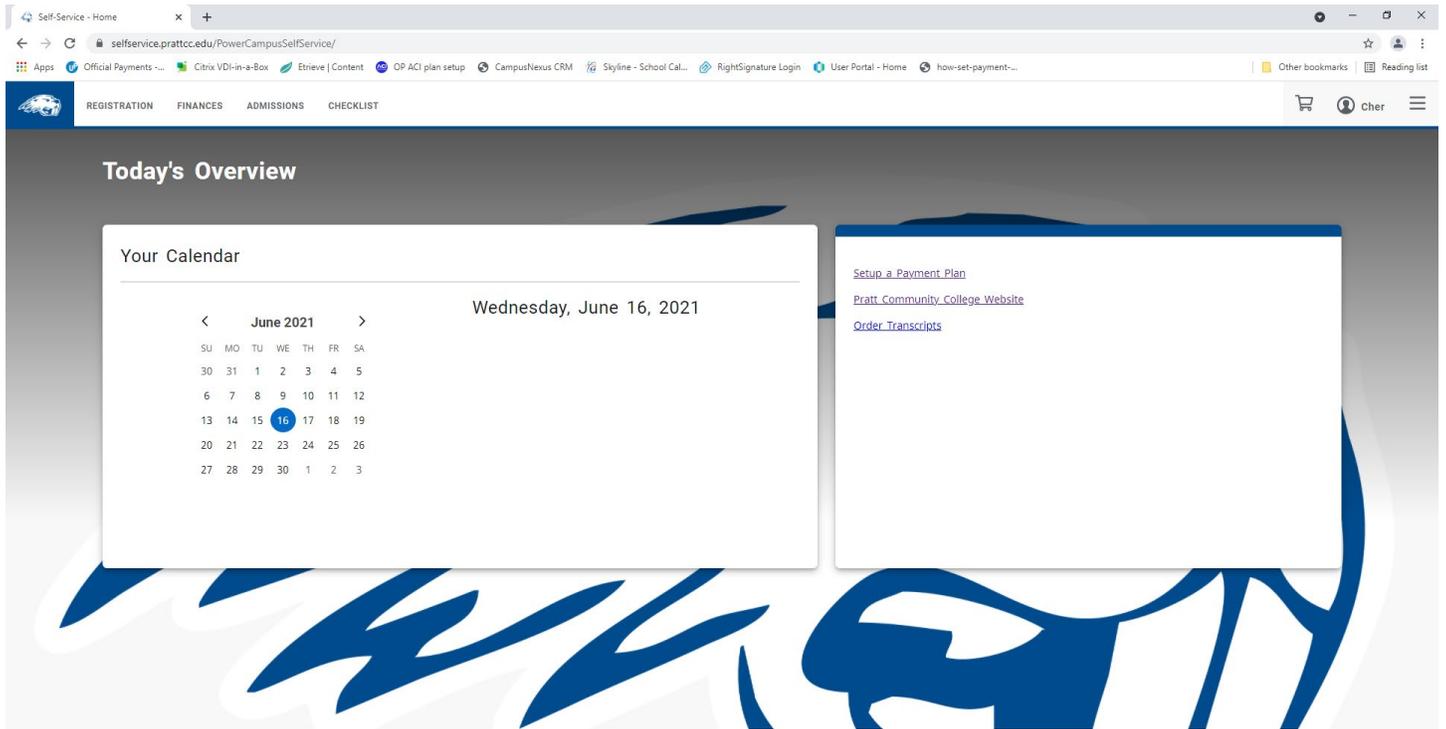
Click on Set up a Payment plan in the box on the right. This opens a new tab which explains the information you need to set up a payment plan.

In order to set up a payment plan account you will need the following information:

1. Nine-digit system ID as assigned by Pratt Community College (This ID can be obtained by going to your name on the top right of the screen and selecting the Profile and then select Account.
2. Your "Balance Due" (To see this balance select Balance under the Finances tab. Choose the correct semester on the right, under Options. If your account does not show a Balance Due please call the Pratt Community Business Office at 620-450-2134 or 620-450-2143 for assistance.)
3. Payment Information (This can be in the form of a credit card, debit card or checking account. If you will be using a checking account please make sure you have your checking account number and bank routing number.)

Once you have all of the above required information please click "Continue" to be re-directed to ACI Payments. Select **Kansas** as the State, **Pratt Community College** as the Payment Entity and **Tuition & Fees** as the Plan Group.

EduKan Students please select State: "Kansas", Payment Entity: "Pratt Community College", and Plan Group: "PCC EduKan " after clicking "continue" below.

Continue

Click Continue and it will take you to ACI Payments. Here you will begin setting up your plan.

Click on Enroll in a Plan.

Choose Kansas as the state (no matter where you live), Pratt Community College as the payment entity and either EduKan or Tuition & Fees. If you are only taking EduKan classes, choose EduKan. If you are taking any other classes besides EduKan, choose Tuition & Fees. Click on continue.

No matter which plan group you choose, you will see this screen:
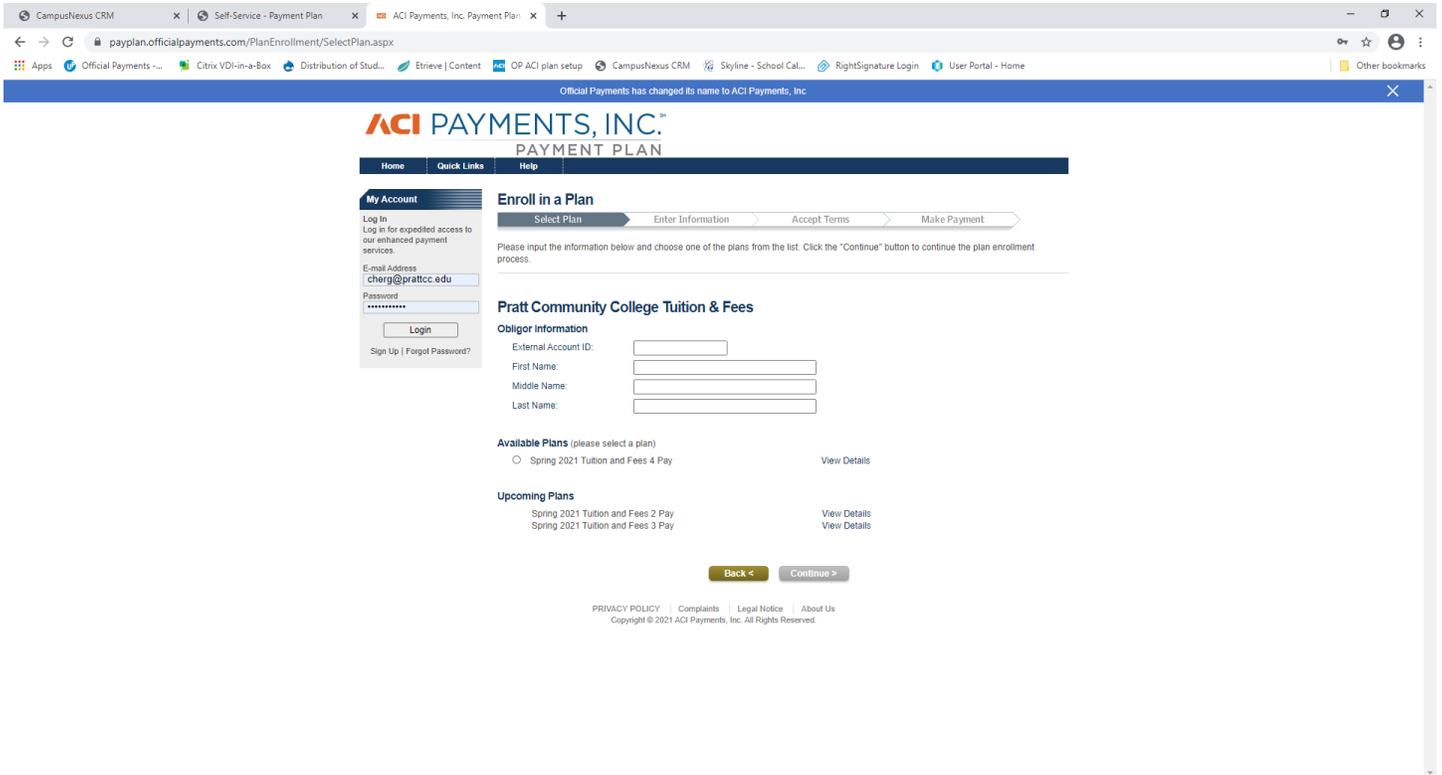
The External Account ID is your student ID from PCC (000######). Enter the name of the person enrolled at PCC. Choose the correct semester that coincides with the balance due. Click on continue.

The following screen is VERY important. You must enter a dollar amount in the box!
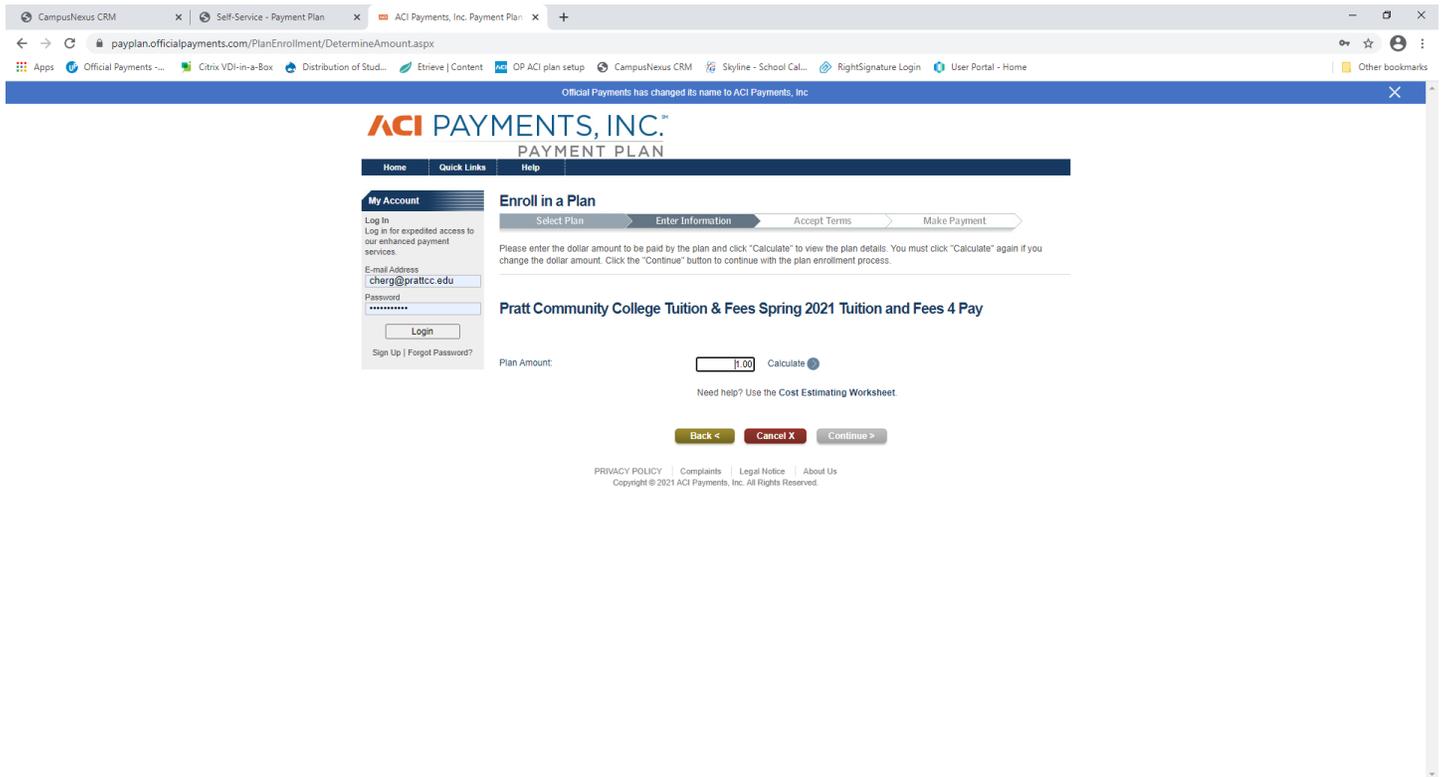
For the plan amount, type over the 1.00 with the balance that the student owes. If you do not enter a number and leave 1.00 in the box, we will be contacting you to fix your payment plan and you will not be allowed into class or the dorms.
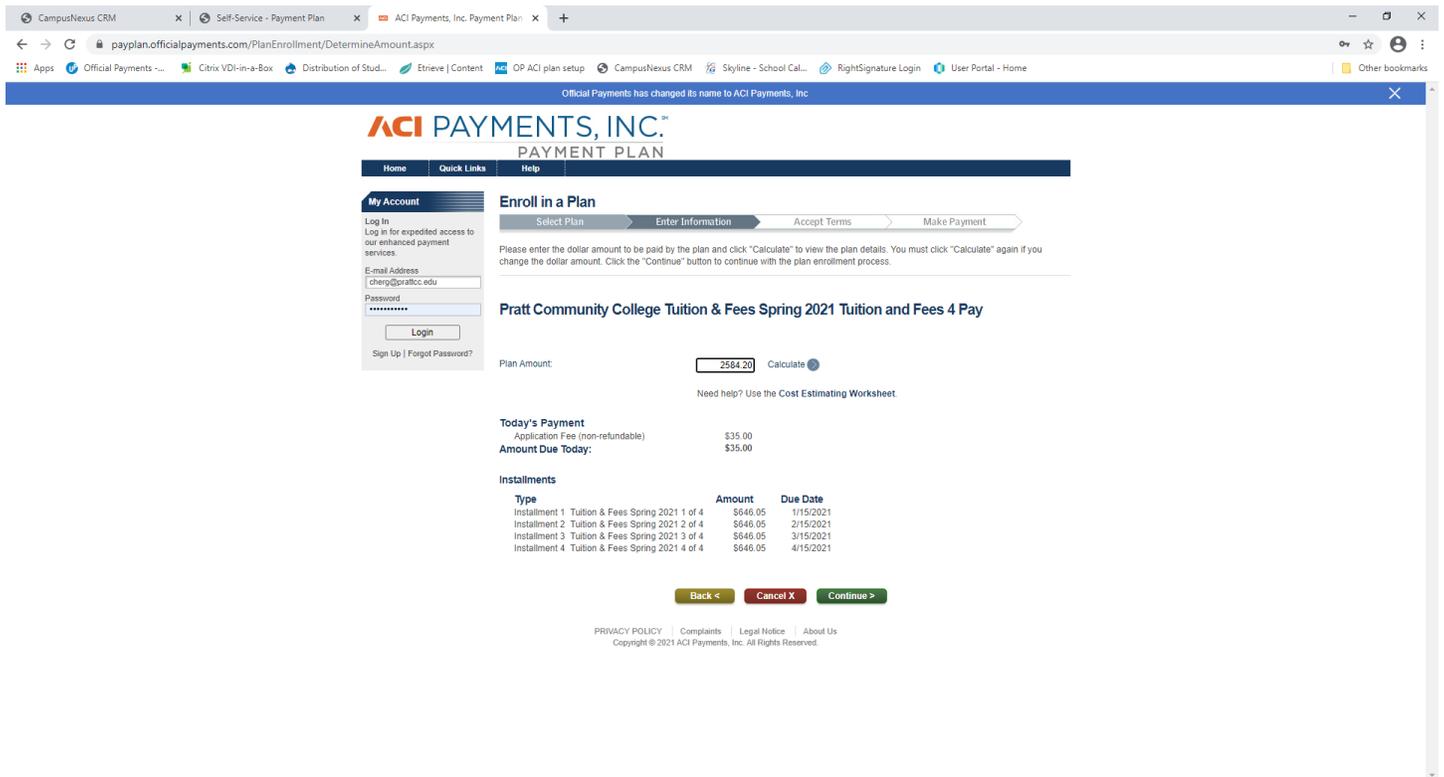
Enter the amount due and click calculate. Below that you will see the breakdown of your payments. There is always a $35 application fee due on the same day that you set up the payment plan. Depending on which plan is available, you may also have a down payment due at the same time. You can see the payment amounts and dates. You will be able to adjust the payment dates before you are finished. Click continue.
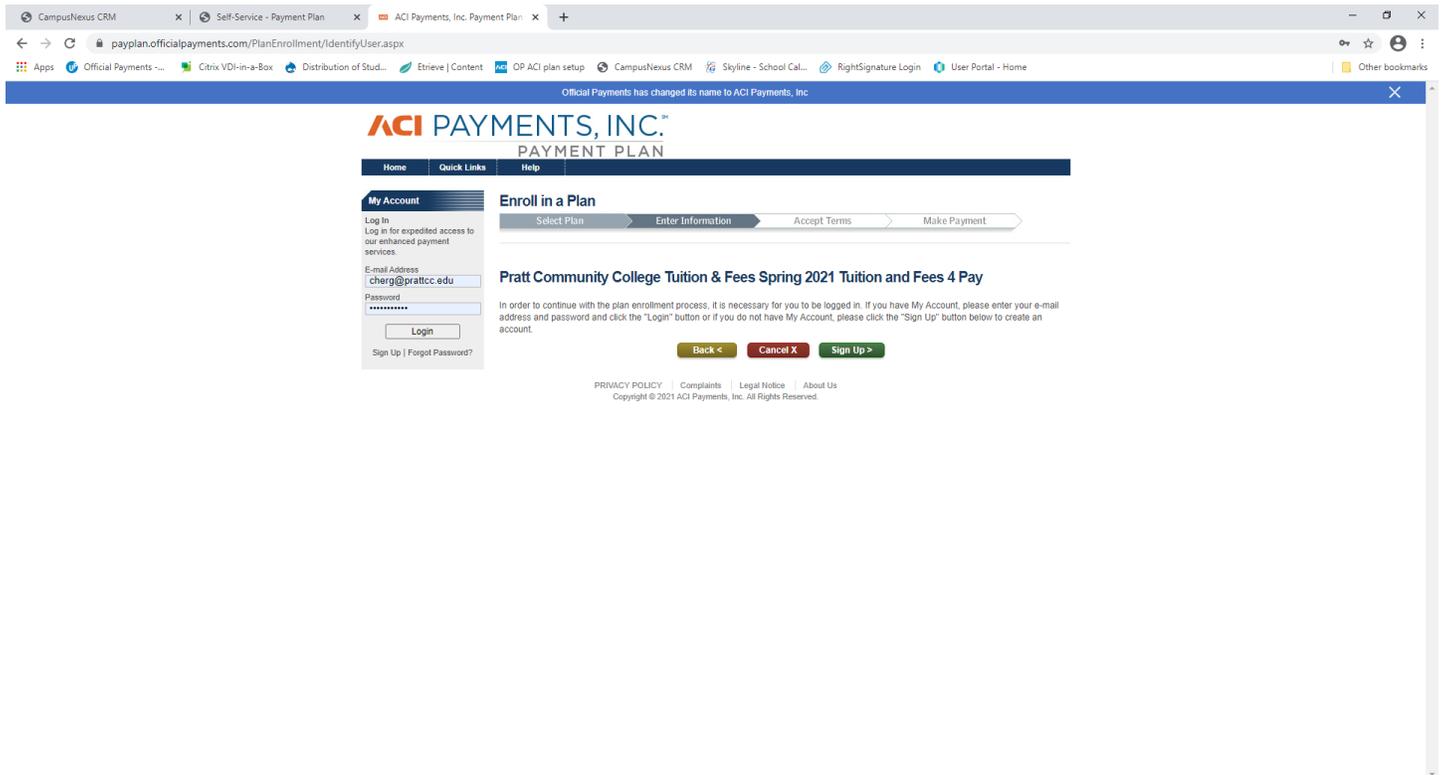
If you have never set up a payment plan through ACI Payments and PCC, click on Sign Up. If you have had a payment plan before, sign in on the left. If you cannot remember your user name or password, you can try to reset it using Forgot Password. Sometimes it works, most of the time it does not. PCC does not have this information on file. If you cannot sign in, you will need to choose sign up and use a different email address. If you have to do that, enter your external ID as (100-##-####). ACI Payments will not allow a student number to be attached to two emails.

Click sign up (if that is the correct choice for you)…

Enter all of the information that is requested. This can either be the student's information or the parent's. When finished, click on both of the "I agree" boxes and the Save button will activated. Click save.

If you log in instead of clicking sign up, you will skip the personal information screen.

The next screen looks like this…

Read the term and click on "I Accept" and click continue.

The next screen is Schedule Payments. This is where you add your form of payment and adjust your payment due date if necessary. New users will click on Add; returning users will click on the arrow to see the form of payment used for previous plans.

Again, click on Add if you are a new user and the arrow before Add if you are a returning user.

Choosing Add will allow you to choose either a credit/debit card or an e-check. E-check can be used for any checking or savings account. **ACI Payments will charge you an extra 2.99% for using a credit card.** If you use an e-check, there is no additional charge. Click continue.

Enter all the information and click save. This should be the card holder's or account user's information.

Click on the arrow at the end of the box to choose the correct payment account. This is the time that you can adjust your payment dates. You can move the date out 10 days before being charged a late fee. Once done, click on Update Authorization. Click "I agree" and continue.
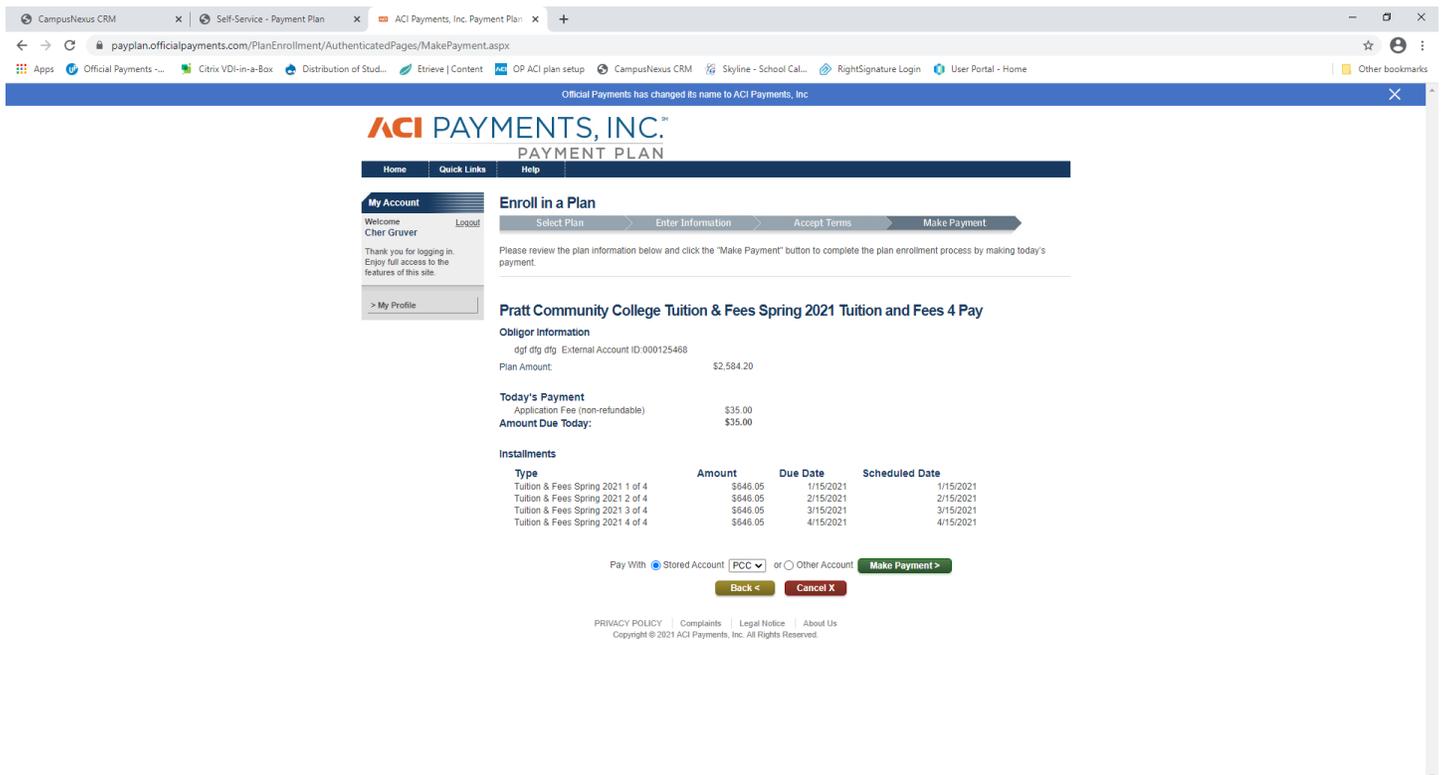
If everything looks correct, click on Make Payment. Once the payment is successful, you have completed the process.

There are times when the payment will not go through. It will make you wait one hour before you can try it again. This often happens because there is an error in the card/account information or the charge has been declined. If you get this message, please make sure that your form of payment is correct.

How to change a payment date after the plan is set up

Sign in to ACI Payments and choose My Plans. On the right, choose Schedule Payments. It will take you to the screen that lists the payments and your form of payment. Adjust the dates under Scheduled Date and click Update Authorization. Check the I Agree box and continue.

How to change the form of payment after the plan is set up

Sign in to ACI Payments and choose My Profile. The third tab says E-Wallet. Click on that and add the new account/card. Once the new one is added, you will be able to delete the old one.

How to change the payment plan balance due after the plan is set up

Call the Business Office at Pratt CC at 620-450-2134 or 620-450-2143. They will be able to assist you in correcting the balance due.