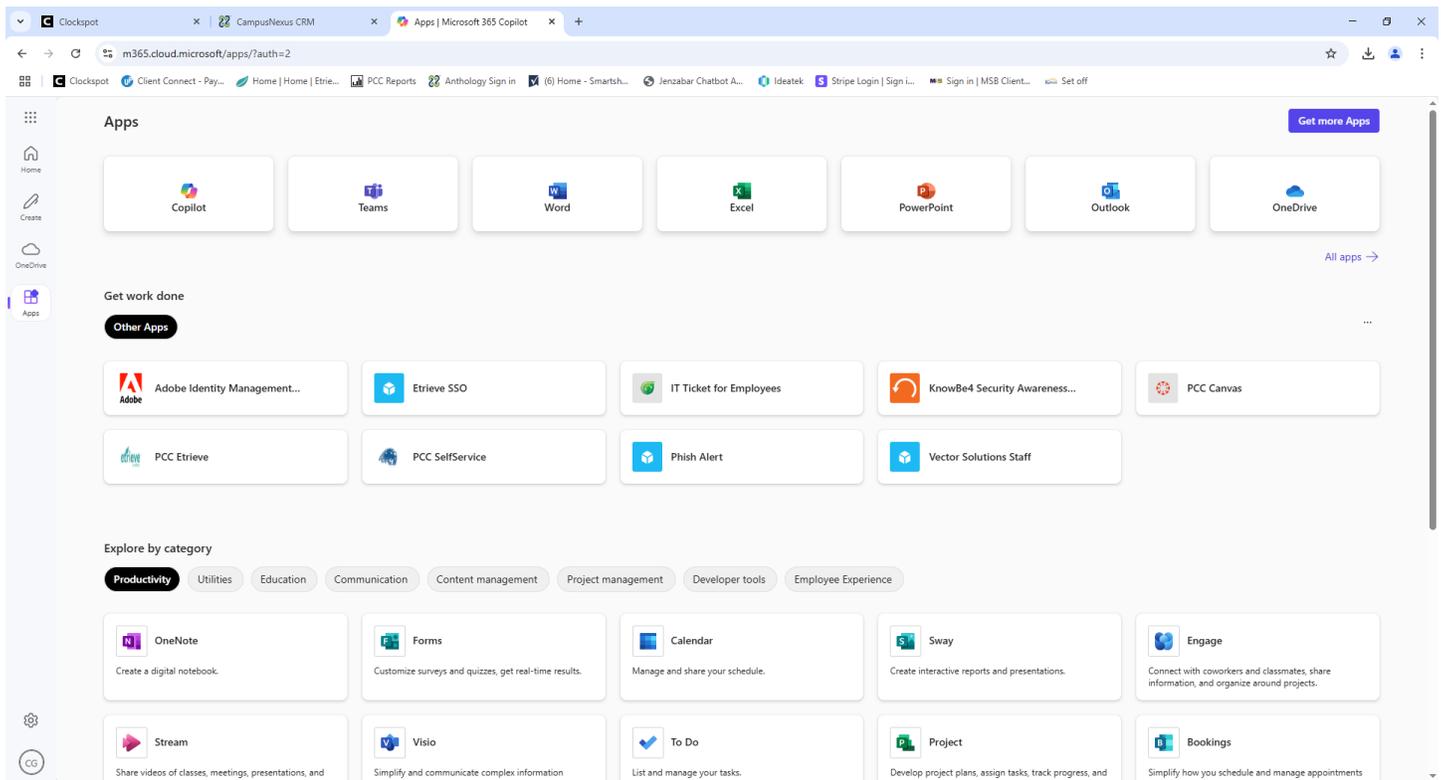


# How to set up a payment plan

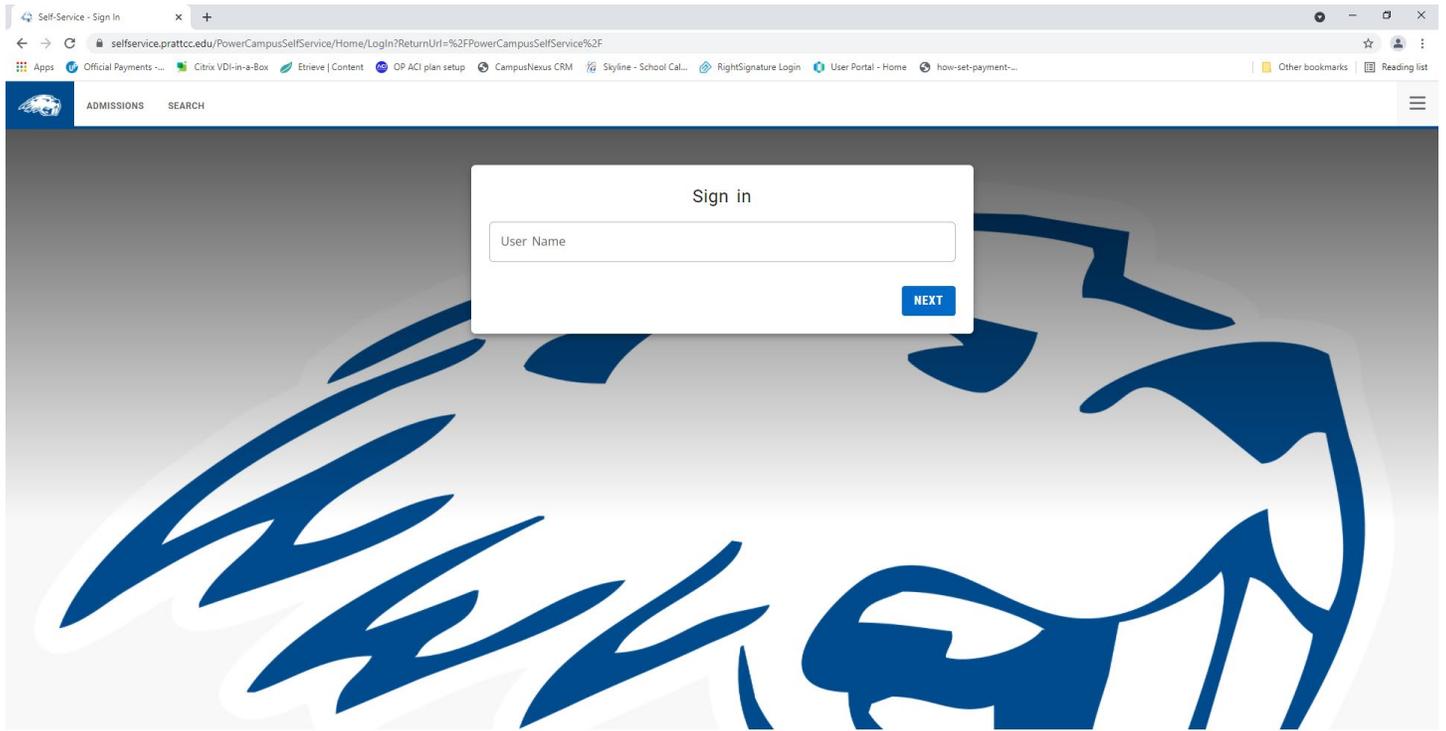
First, you will need to know how to log in to self-service on [www.office.com](http://www.office.com) . If you do not have a user name or password, check your email account for two emails from PCC Admissions. Those emails have your user name and password in them. If you cannot find those emails, call 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](http://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.

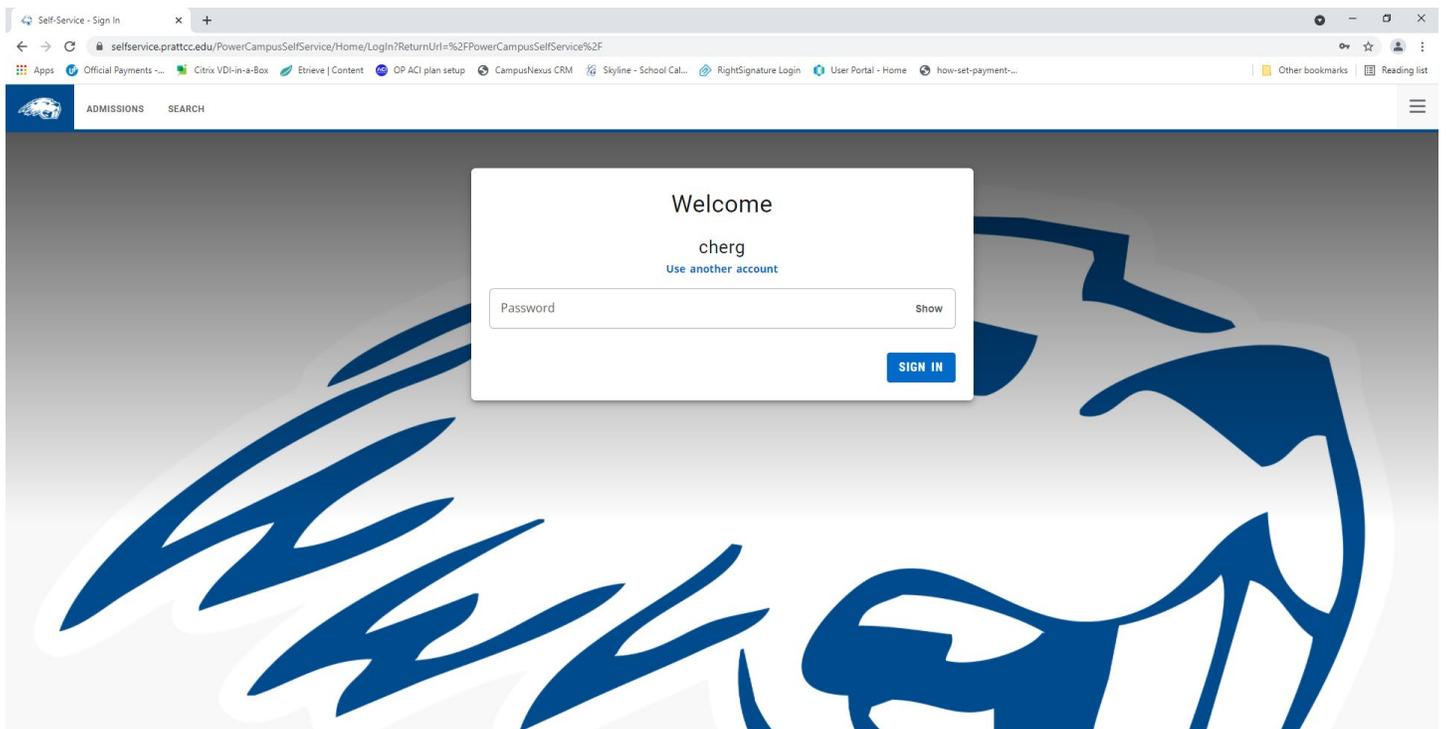


Click on PCC SelfService.  
The next screen looks like this.



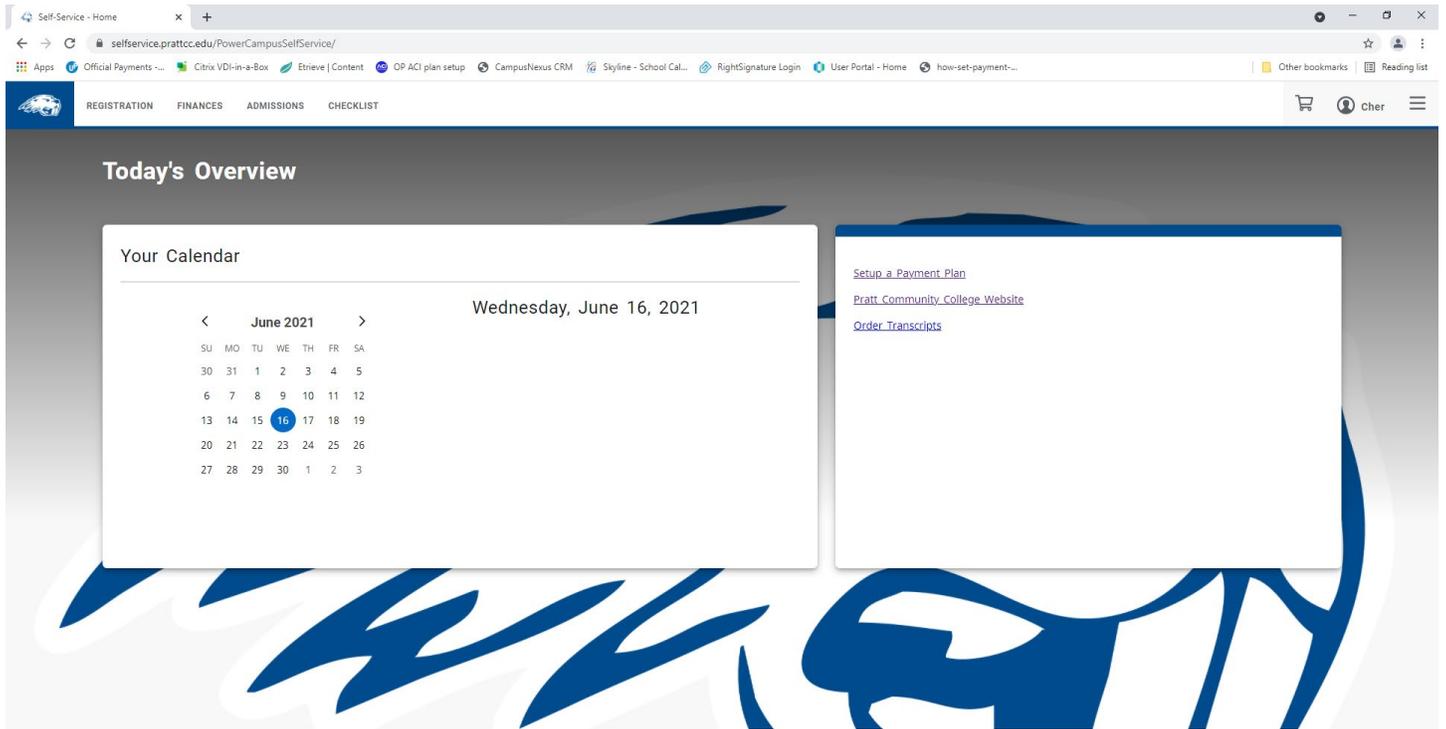
PowerCampus® Self-service 9.1.2 - Copyright 1995-2020 Ellucian Company L.P. and its affiliates.

Click on Next to continue.



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Click on Sign in to continue.



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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.

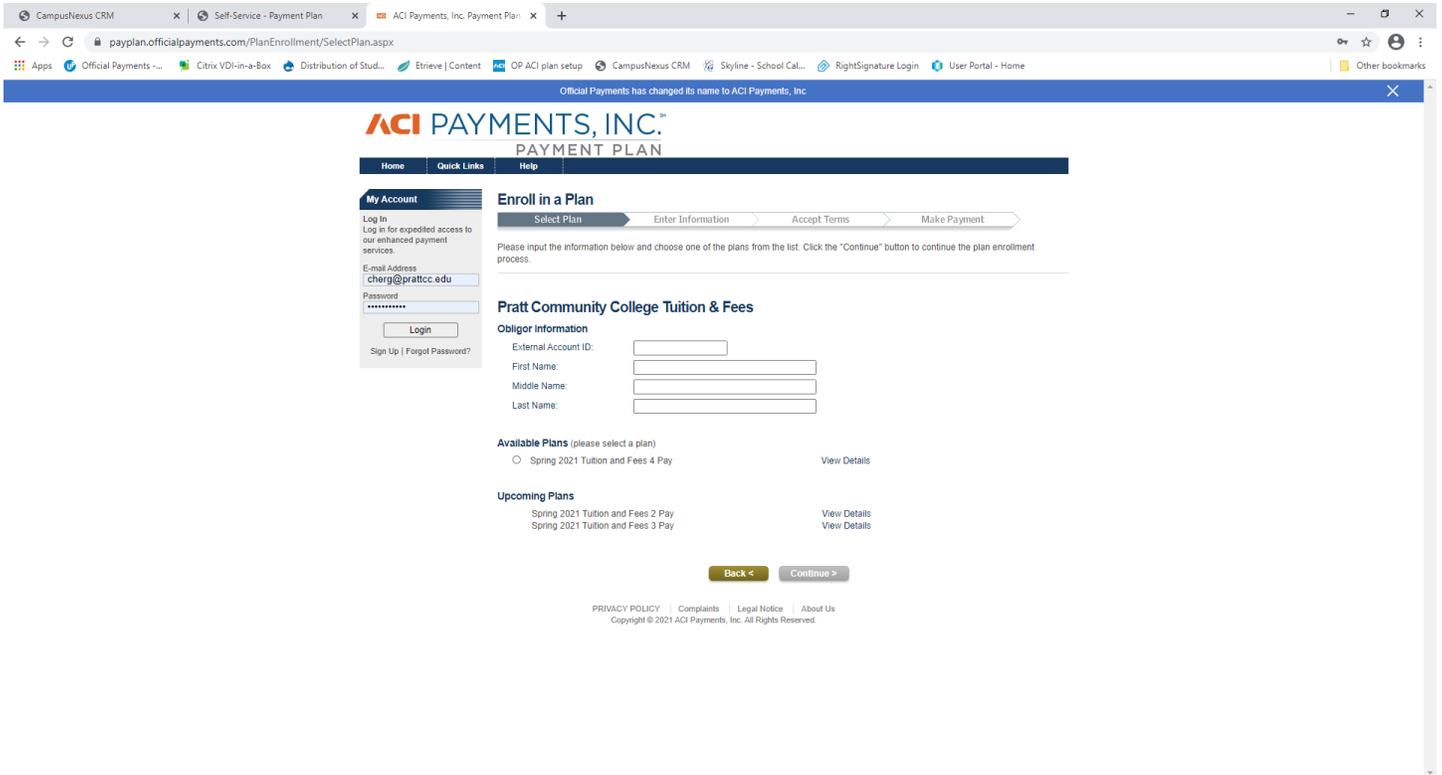
[Continue](#)

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

Click on Enroll in a Plan.

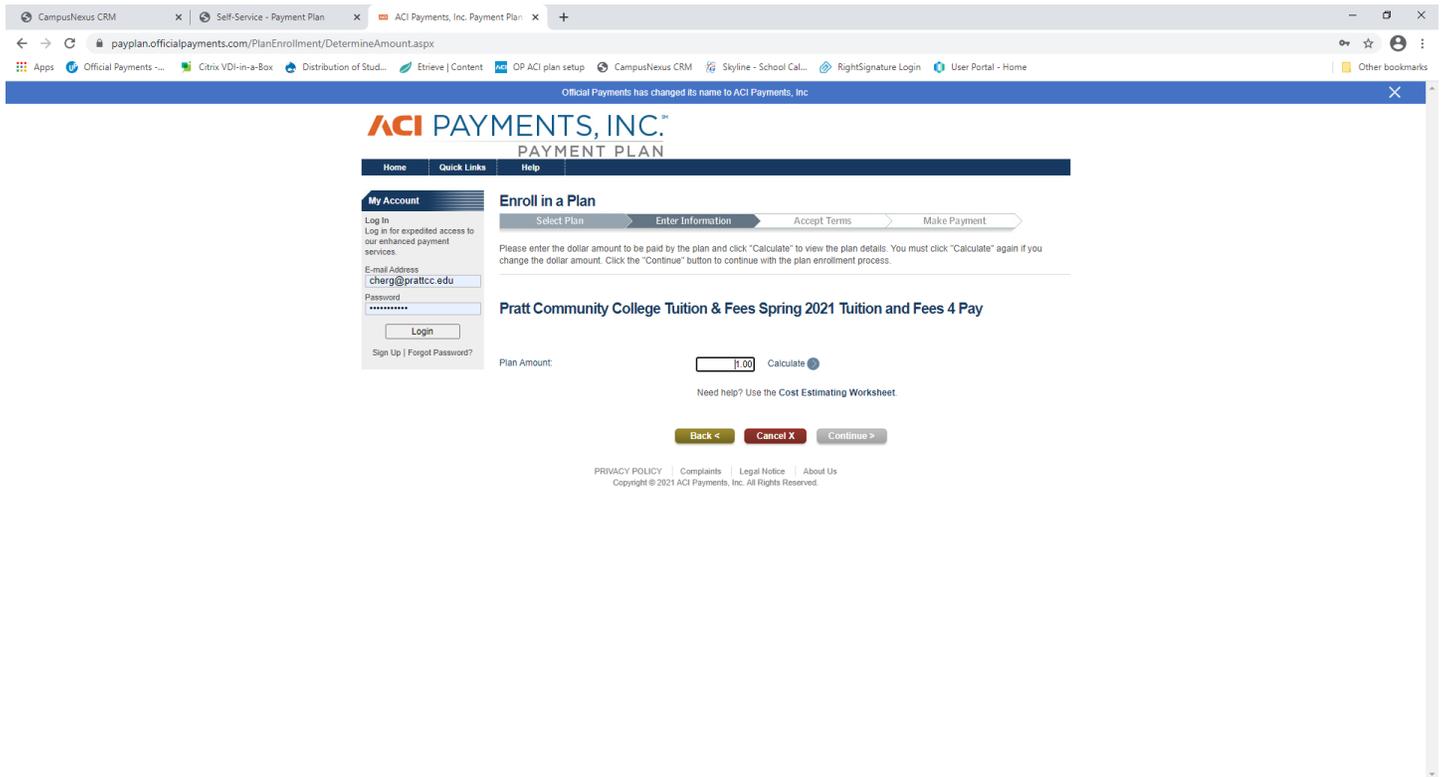
Choose Kansas as the state (no matter where you live), Pratt Community College as the payment entity and either EduKan or Tuition & Fees. If you are only taking EduKan classes, choose EduKan. If you are taking any other classes besides EduKan, choose Tuition & Fees. Click on continue.

No matter which plan group you choose, you will see this screen:

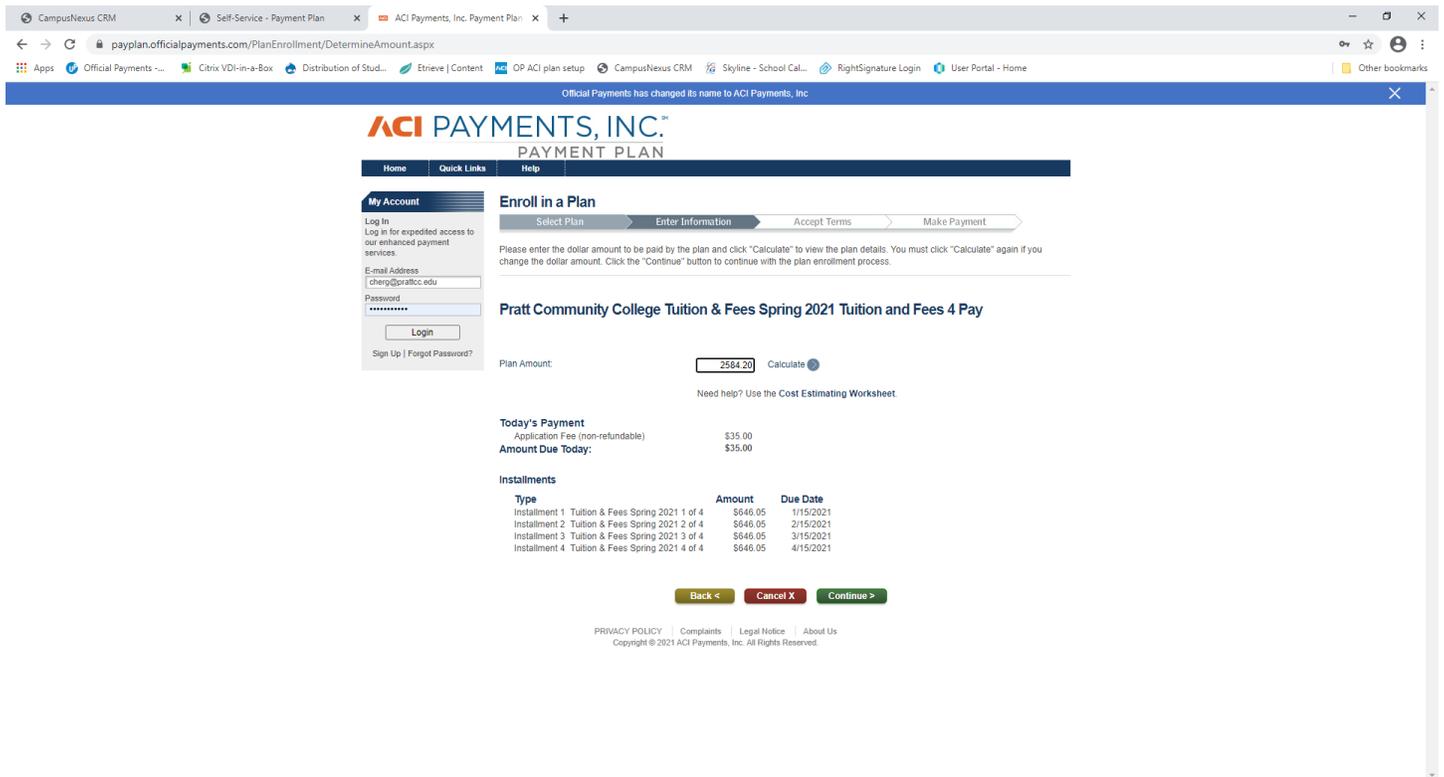


The External Account ID is your student ID from PCC (000#####). Enter the name of the person enrolled at PCC. Choose the correct semester that coincides with the balance due. Click on continue.

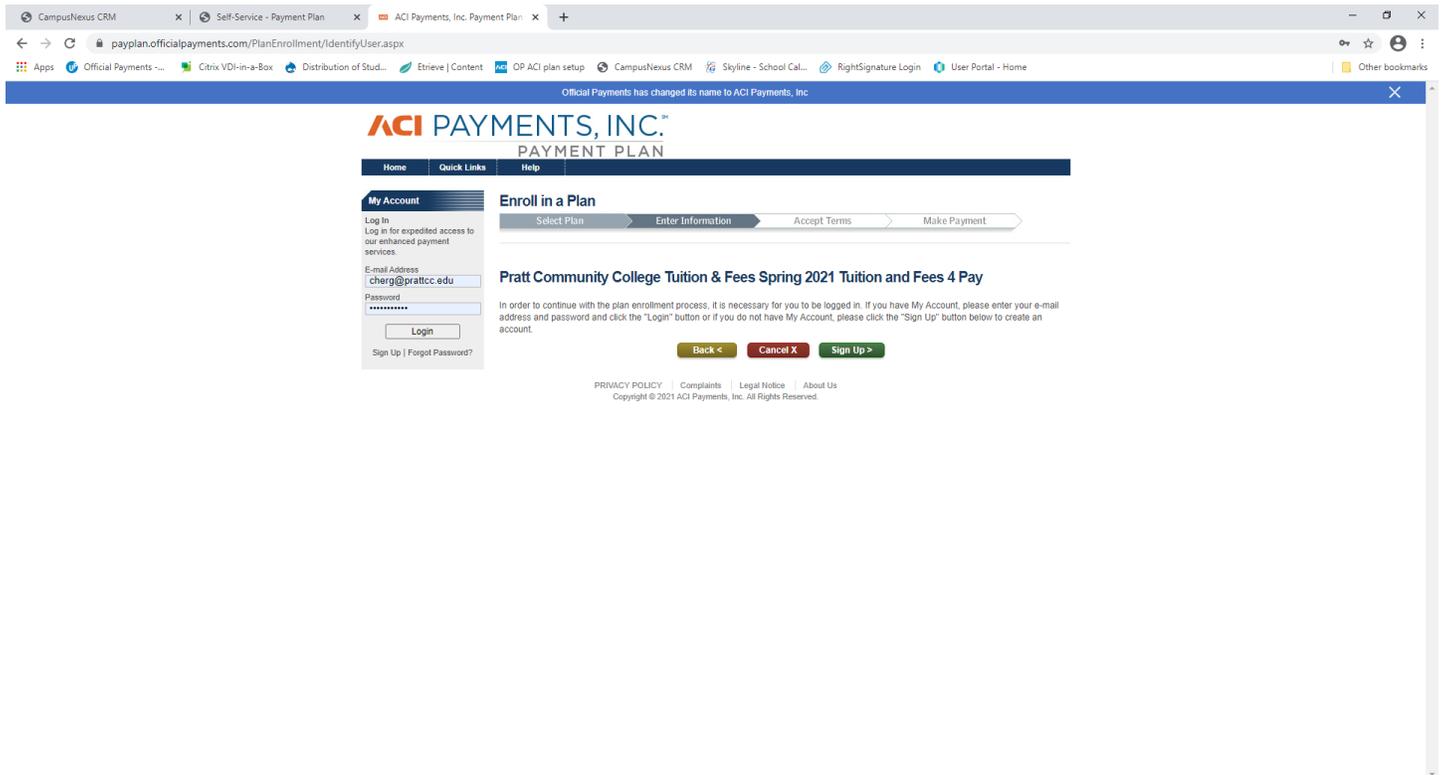
The following screen is VERY important. You must enter a dollar amount in the box!



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)...

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# ACI PAYMENTS, INC. PAYMENT PLAN

Home Quick Links Help

**My Account**

Log In  
Log in for expedited access to our enhanced payment services.

E-mail Address  
cherg@prattcc.edu

Password

[Sign Up](#) | [Forgot Password?](#)

**My Profile**

Select Plan → Enter Information → Accept Terms → Make Payment

To continue the enrollment process it is necessary to have an account on the system and be logged in. If you already have a user account please login, otherwise fill out the form below to create an account.

**PERSONAL INFORMATION**

\* First Name:

\* Middle Name:

\* Last Name:

\* Country:

\* Street Address:

Building/Apt/Suite:

\* Town/City:

\* State/Province:

\* Postal Code:

\* Daytime Phone Number: (  ) (  ) -

Mobile Phone Number: (  ) (  ) -

**LOGIN INFORMATION**

\* E-mail Address:

\* Password:

\* Confirm Password:

\* Password Hint:

\* Challenge Question:

\* Challenge Answer:

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**ELECTRONIC DELIVERY DISCLOSURE AND CONSENT**

This Electronic Delivery Disclosure and Consent ("Consent") applies to all Disclosures (as defined below) relating to (a) the Retail Installment Contract you have entered into or are entering into with the Seller named in that Retail Installment Contract and (b) those services ("ACI Payments Services") offered by ACI Payments, Inc. ("ACI Payments") for which you sign-up. The ACI Payments Services include the payment plan service available through this website at payplan.officialpayments.com.

I agree to Electronic Disclosures [View/Save PDF](#)

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# ACI PAYMENTS, INC. PAYMENT PLAN

Home Quick Links Help

**My Account**

Log In  
Log in for expedited access to our enhanced payment services.

E-mail Address  
cherg@prattcc.edu

Password

[Sign Up](#) | [Forgot Password?](#)

**PERSONAL INFORMATION**

\* Street Address:

Building/Apt/Suite:

\* Town/City:

\* State/Province:

\* Postal Code:

\* Daytime Phone Number: (  ) (  ) -

Mobile Phone Number: (  ) (  ) -

**LOGIN INFORMATION**

\* E-mail Address:

\* Password:

\* Confirm Password:

\* Password Hint:

\* Challenge Question:

\* Challenge Answer:

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I agree to Electronic Disclosures [View/Save PDF](#)

**ONLINE SERVICES AGREEMENT**

ACI Payments, Inc. and its affiliates provides an online service through which you may pay tuition and certain other expenses (collectively, "School Expenses") to a university or other school (the "School") in periodic installments as described in this Online Services Agreement (the "Service"). This Online Services Agreement ("Services Agreement") provides the terms and conditions of the Service. This Services Agreement is between you and ACI Payments. This Agreement may be enforced by ACI Payments or its designee.

I agree to the terms of this Services Agreement [View/Save PDF](#)

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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...

CampusNexus CRM | Self-Service - Payment Plan | ACI Payments, Inc. Payment Plan | +

payplan.officialpayments.com/PlanEnrollment/AuthenticatedPages/PlanAcceptance.aspx

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# ACI PAYMENTS, INC. PAYMENT PLAN

Home | Quick Links | Help

**My Account**  
Welcome Cher Gruver [Logout](#)  
Thank you for logging in. Enjoy full access to the features of this site.  
[> My Profile](#)

## Enroll in a Plan

Select Plan > Enter Information > **Accept Terms** > Make Payment

Please review and accept the Retail Installment Contract below and click the "Continue" button to continue with the plan enrollment process.

### Pratt Community College Tuition & Fees Spring 2021 Tuition and Fees 4 Pay

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**RETAIL INSTALLMENT CONTRACT**

Date: 1/8/2021

BUYER	SELLER
Buyer's Name (and Co-Buyer's Name if applicable) Cher Gruver	Name Pratt Community College
Address: 348 NE SR 61 Pratt, KS 67124 Phone Number: 6204502143	Address: 348 NE SR 61 Pratt, KS 67124 Phone Number: 6206722700
STUDENT'S NAME: dfg dfg dfg	

This Retail Installment 67124 Contract (the "Installment Contract") is between the Buyer named above and the Seller named above. In this Installment Contract, the terms "Seller," "we," "us" and "our" refer to the Seller named above; the terms "you" and "your" refer to the Buyer identified above.

Seller is a university, college or other school. In exchange for the purchase of education-related services provided by

I accept [Save/Print PDF](#)

[Back <](#) [Cancel X](#) [Continue >](#)

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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.

Official Payments has changed its name to ACI Payments, Inc.

## ACI PAYMENTS, INC. PAYMENT PLAN

Home Quick Links Help

**My Account**  
Welcome Cher Gruver  
Thank you for logging in. Enjoy full access to the features of this site.  
> My Profile

**Schedule Payments**  
Select Plan > Enter Information > Accept Terms > Make Payment

1. Choose your payment method from the E-Wallet menu. Click "Add" or "Edit" to change your E-Wallet options.
2. To schedule a payment date for your installment payments, click the calendar icon next to the installment and select a date. Be sure to select a date before or on the Due Date to avoid a late fee.
3. Click "Update Authorization" to authorize the schedule payments.
4. Accept the Authorization for Automatic Payments and Click "Continue".

### Pratt Community College Tuition & Fees Spring 2021 Tuition and Fees 4 Pay

**MY E-WALLET** (Choose payment method)  
Automatically make a payment with my  Add Edit

**Pending Payment Items**

Description	Amount	Due Date	Scheduled Date
Tuition & Fees Spring 2021 1 of 4	\$646.05	01/15/2021	01/15/2021
Tuition & Fees Spring 2021 2 of 4	\$646.05	02/15/2021	02/15/2021
Tuition & Fees Spring 2021 3 of 4	\$646.05	03/15/2021	03/15/2021
Tuition & Fees Spring 2021 4 of 4	\$646.05	04/15/2021	04/15/2021

[Update Authorization >](#)

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**AUTHORIZATION FOR AUTOMATIC PAYMENTS FROM DEPOSIT ACCOUNT OR CREDIT CARD ACCOUNT**

This form authorizes ACI Payments, Inc. ("ACI Payments") and Pratt Community College (the "School") to make automatic payments from your deposit account or credit card account in the amount and with the frequency stated in this form. Those payments will continue until your loan is paid in full or you revoke this Authorization as provided below. You may make payments through debits to your deposit account or charges to your credit card account. If you make payments through charges to your credit card account, you will be required to pay ACI Payments a Service Fee up to but no more than 2.99% percent of the payment amount.

Account to be charged for School: \$0.00

Dates of payments:  
if your payment amount changes, you will receive notice of the new payment amount at least ten (10) days in advance.

I agree

[Back <](#) [Continue >](#)

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

ACI PAYMENTS, INC.

**Please select a wallet account type**

Select Account Type

Credit Card ▼

E-Check

Cancel [Continue >](#)

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ACI Payments, Inc. is licensed as a money transmitter by the New York State Department of Financial Services, the Georgia Department of Banking and Finance, and by all other states and territories, where required. NMLS #936777 6060 Coventry Dr, Elkhorn NE 68022 1-800-487-4567

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.

**ACI PAYMENTS, INC.**

Please enter your credit card information.

Card Type:    

Credit Card Number:  Expiration Date: (mm/yy)  /

Account Nickname:

**Card Holder's Information**

First Name:  Middle Name:  Last Name:

Street Address:

Apartment/Suite:

City:

State/Province/APO:

Zip/Postal Code:

Country:

Primary Phone Number:  E-Mail Address:

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ACI Payments, Inc. is licensed as a money transmitter by the New York State Department of Financial Services, the Georgia Department of Banking and Finance, and by all other states and territories, where required. NMLS #936777, 6060 Coventry Dr, Elkhorn NE 68022, 1-800-487-4567

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

**ACI PAYMENTS, INC.**  
PAYMENT PLAN

Home Quick Links Help

**My Account**  
Welcome, Cher Gruber [Logout](#)  
Thank you for logging in. Enjoy full access to the features of this site.  
[> My Profile](#)

**Schedule Payments**  
Select Plan > Enter Information > Accept Terms > Make Payment

- Choose your payment method from the E-Wallet menu. Click "Add" or "Edit" to change your E-Wallet options.
- To schedule a payment date for your installment payments, click the calendar icon next to the installment and select a date. Be sure to select a date before or on the Due Date to avoid a late fee.
- Click "Update Authorization" to authorize the schedule payments.
- Accept the Authorization for Automatic Payments and Click "Continue".

**Pratt Community College Tuition & Fees Spring 2021 Tuition and Fees 4 Pay**

MY E-WALLET (Choose payment method)  
Automatically make a payment with my  [Add](#) [Edit](#)

**Pending Payment Items**

Description	Amount	Due Date	Scheduled Date
Tuition & Fees Spring 2021 1 of 4	\$646.05	01/15/2021	01/15/2021 <input type="button" value="Calendar"/>
Tuition & Fees Spring 2021 2 of 4	\$646.05	02/15/2021	02/15/2021 <input type="button" value="Calendar"/>
Tuition & Fees Spring 2021 3 of 4	\$646.05	03/15/2021	03/15/2021 <input type="button" value="Calendar"/>
Tuition & Fees Spring 2021 4 of 4	\$646.05	04/15/2021	04/15/2021 <input type="button" value="Calendar"/>

**AUTHORIZATION FOR AUTOMATIC PAYMENTS FROM DEPOSIT ACCOUNT OR CREDIT CARD ACCOUNT**

This form authorizes ACI Payments, Inc. ("ACI Payments") and Pratt Community College (the "School") to make automatic payments from your deposit account or credit card account in the amount and with the frequency stated in this form. Those payments will continue until your loan is paid in full or you revoke this Authorization as provided below. You may make payments through debits to your deposit account or charges to your credit card account. If you make payments through charges to your credit card account, you will be required to pay ACI Payments a Service Fee up to but no more than 2.99% percent of the payment amount.

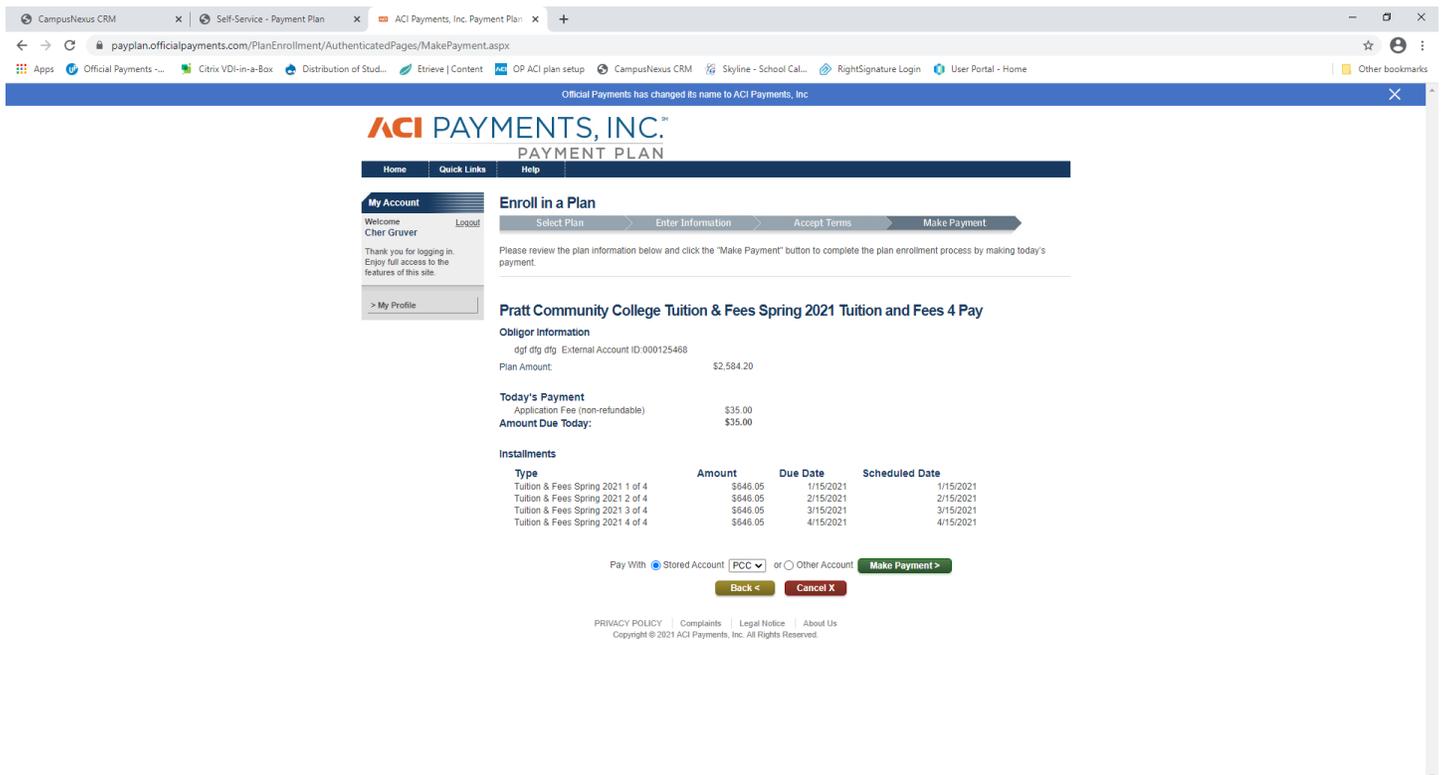
Account to be charged for School: \$0.00

Dates of payments:

If your payment amount changes, you will receive notice of the new payment amount at least ten (10) days in advance.

I agree [View/Save PDF](#)

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.