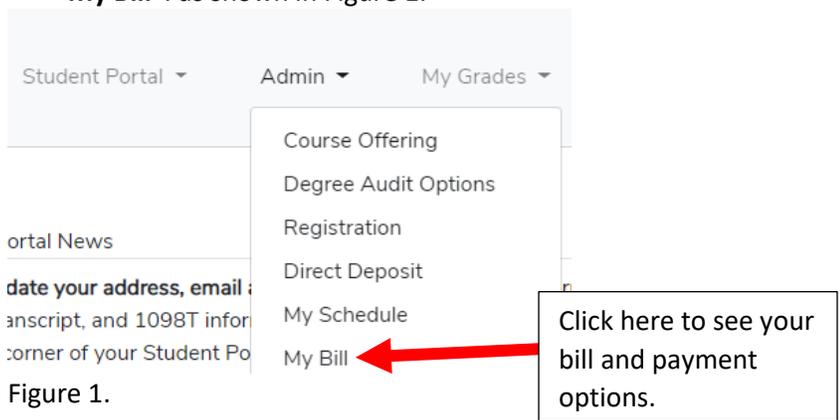


How to Pay your Clarendon College Bill Online

Clarendon College offers the following online payment options: a **one time payment by credit card or bank account**, and a **Payment Plan** via the Student Portal. The **Payment Plan** option will allow you to divide your total payment into smaller amounts spread over a few months. The Student Portal online payment process and options are described below. **PLEASE NOTE:** You will need to complete one of the following actions to maintain course enrollment. **You will be dropped from your course or courses if you fail to pay.**

How to Pay Your Bill.

1. After registering for classes and setting up any housing charges, you can see your current bill by logging into the Student Portal, choosing the enrolled term. After you login, click Admin from the portal menu and then **“My Bill”**: as shown in Figure 1.



2. After clicking **“My Bill”**, a bill will be displayed showing all of the charges for the term: as shown in Figure 2. You can access a payment option by clicking on the **“Make Payment”** or **“...Payment Plan”** button.

The image shows a screenshot of the 'My Billing Ledger' page. At the top, there is a 'Help?' button. Below it, the text 'Billing Ledger' is displayed. The main content is a table with the following columns: Term, Date, Description, Debits, Credits, Balance, and Ledger/Pending. The table contains four rows of data. Below the table, there are two buttons: 'Show Pending Financial Aid' and 'Show Pending Housing Charges'. Below these buttons is a summary section with the following items: '** Previous Balance: \$0.00', '** Current Balance: \$668.00', 'Pending Financial Aid: \$0.00', 'Pending Housing Charges: \$0.00', and '** Overall Balance: \$668.00'. At the bottom of the summary section, there is a blue button labeled 'Make a Payment' and a button labeled 'Click here to setup a Payment Plan'. A note at the very bottom states: '** Balance may include Pending Charge items.'

Term	Date	Description	Debits	Credits	Balance	Ledger/Pending
SU 1-19	5/6/2019	Distance Learning Fee	\$112.00	\$0.00	\$112.00	Pending Charge
SU 1-19	5/6/2019	General Institution Fee	\$136.00	\$0.00	\$248.00	Pending Charge
SU 1-19	5/6/2019	Non-Resident Tuition	\$328.00	\$0.00	\$576.00	Pending Charge
SU 1-19	5/6/2019	Out-of-District Fee	\$92.00	\$0.00	\$668.00	Pending Charge

Summary:

- ** Previous Balance: \$0.00
- ** Current Balance: \$668.00
- Pending Financial Aid: \$0.00
- Pending Housing Charges: \$0.00
- ** Overall Balance: \$668.00

Buttons: [Make a Payment](#), [Click here to setup a Payment Plan](#)

Note: ** Balance may include Pending Charge items.

Figure 2.

How to Pay your Clarendon College Bill Online

- In the Totals section of the **My Billing Ledger** window, as mentioned in Item 2 and shown in Figure 2, the following choices will be available: **“Make a Payment”**, and **“...Payment Plan”**. Click on the **“Make Payment”** button to make a one-time full payment or click the **“...Payment Plan”** button to setup a payment plan: as shown in Figure 3 below.

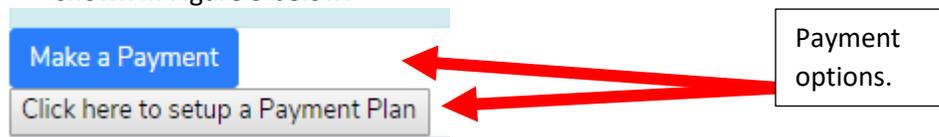


Figure 3.

- You can also see your billing statement by clicking on the **“My Payment Plan”** option on the Student Portal menu. Once the Payment Plan ledger page is displayed, click on the **“Choose This Option”** button to make a one time payment or you can access the Herring Bank or College Green Payment Plan site by clicking on the **“Enroll in Payment Plan”** button. Both options are located under the Payment Options Action column: as shown in Figure 4.

Registration Summary for Donald Duck (00000037288)

Term: SP 8WK-19

Your Schedule

Code	Title	Professor	Days	Time	Classroom	Credit Hours
ARTS1301.195	ART APPRECIATION	McGill, Bethany			Online Classroom	3

Billing

Date	Description	Debit	Credit
	Previous Balance	\$0.00	\$1.01
3/1/2019	In State Tuition	\$153.00	\$0.00
3/1/2019	Dist. Ed. Course Fee	\$84.00	\$0.00
3/1/2019	General Institution Fee	\$102.00	\$0.00
3/1/2019	Taxing District Fee Gray/Childress	\$42.00	\$0.00
Current Balance:			\$379.99

Pending Financial Aid

Description	Amount
	\$0.00
Financial Aid:	\$0.00

*** Please note that your above pending financial aid was based on the assumption that you will enroll FULL-TIME. If you enroll in a different number of hours or change your housing status, your financial aid could be reduced or removed. For any questions, please email the Financial Aid Office at finaid@clarendoncollege.edu.

Due Now (or choose a payment plan): \$379.99

Payment options are located here.

Payment Options							Action
Payment Plan Enrollment Fee	Down Payment	Due Today	Cost of Future Payments	Total Future Payments	Next Payment Date		
\$0.00	\$379.99	\$379.99	N/A	N/A	N/A		<input type="button" value="Choose This Option"/>

Clarendon now offers payment plans through Herring Bank. Please click the link on the right to set up your payment plan

Figure 4.

How to Make a One Time Payment

- When selecting the option to **“Make Payment”**, you will be redirected to the Herring Bank College Green Payment site: see Figure 5 on page 3. Please notice that there is a **“Help and Support”** link in the upper left of the Herring Bank Payment page if there are any questions. After completing this page, please click the **“Next”** button to proceed to the next page.

How to Pay your Clarendon College Bill Online

College Green Payment Plan Fort Scott Community College Help & Support

Make a One-Time Payment » Enter the requested info and click next

Personal Info

First Name Melinda
Last Name Russell
Email

Billing Address Info

Address Line 1
Address Line 2
City
State
Postal Code

Bill Details

College Fort Scott Community College
Semester Spring 2015 Semester
Student ID 675006564
Balance Due \$50.00
Payment Amount \$ 50.00

Credit Card Info

Name on Card
Card Number 16 digits
Expiration Date 01 2015
Card Security Code 3 or 4 digits [What is this?](#)

Next

Click here for help.

Click here to proceed to next page.

Figure 5.

6. After clicking the “Next” button, another payment entry screen will appear. Please complete this information. After completing this page, click the “Next” button: as shown in Figure 6.

College Green Payment Plan Tupay College Help & Support

Make a One-Time Payment » Enter the requested info and click next

Personal Info

First Name Test
Last Name User
Email driggs@herringbank.com

Billing Address Info

Address Line 1 2201 Civic Circle
Address Line 2 Suite 705
City Amarillo
State Texas
Postal Code 79109

Bill Details

College Tupay College
Semester Fall 2015
Student ID 111122259
Balance Due \$100.00
Payment Amount \$ 100.00

Credit Card Info

Name on Card Dave Riggs
Card Number 4111-1111-1111-1111
Expiration Date 01 2016
Card Security Code 123 [What is this?](#)

Next

Click here to proceed to next page.

Figure 6.

How to Pay your Clarendon College Bill Online

- After completing your payment, a summary page will be displayed regarding your payment: as shown in Figure 7. Please click the **“I agree to the Terms and Conditions”** check box to complete and confirm the payment transaction.

Make a One-Time Payment » Review the info below and click Pay to complete your payment

Billing Info Summary

Personal Info

Name Test User
Email driggs@herringbank.com

Bill Details

College Tupay College
Student ID 111122259
Semester Fall 2015
Balance Due \$100.00

Billing Address Info

Address Line 1 2201 Civic Circle
Address Line 2 Suite 705
City Amarillo
State TX
Postal Code 79109

Credit Card Info

Name on Card Dave Riggs
Card Number *****1111
Expiration Date 01/2016

Fee Disclosure

A summary of fees and the total amount you will be charged is shown below.

Description	Amount
Payment Amount	\$100.00
Convenience Fee	\$3.00
Online Service Fee	\$2.00

Total Amount Due: \$105.00

I agree to the Terms & Conditions

Click here to agree to the terms.

Figure 7.

- Once accepted, a **“Thank You”** message will be displayed at the top of the screen and the page will display a summary of your payment: as shown in Figure 8.

Thank you! Your payment is processing. You may print this page as a receipt. We have also emailed the receipt to driggs@herringbank.com.

Billing Info Summary

Personal Info

Name Test User
Email driggs@herringbank.com

Bill Details

College Tupay College
Student ID 111122259
Semester Fall 2015
Reference ID 240
Balance Due \$100.00

Billing Address Info

Address Line 1 2201 Civic Circle
Address Line 2 Suite 705
City Amarillo
State TX
Postal Code 79109

Credit Card Info

Name on Card Dave Riggs
Card Number *****1111
Expiration Date 01/2016

Payment Summary

Payment Date	04/08/2015 4:47 PM
Terms & Conditions	View or Download
Payment Amount	\$100.00
Convenience Fee	\$3.00
Online Service Fee	\$2.00

Total Amount Paid: \$105.00

Figure 8.

How to Pay your Clarendon College Bill Online

9. You will also receive an email receipt of the payment: as shown in Figure 9.

Credit Card Info	
Name on Card:	Dave Riggs
Card Number:	*****1111
Expiration Date:	01/2016
Billing Address	
2201 Civic Circle	
Suite 705	
Amarillo, TX 79109	
Payment Summary	
Payment Date:	04/08/2015 6:18 PM
Terms & Conditions	View or Download
Payment Amount:	\$100.00
Convenience Fee	\$3.00
Online Service Fee	\$2.00
Total Amount Paid:	\$105.00

Figure 9.

How to Setup a Payment Plan

10. The Payment Plan site can be accessed by clicking the “...**setup Payment Plan**” button: as mentioned in item 3 or by clicking the button mentioned in item 4. Once you have clicked either of the buttons, you will be redirected to the Herring Bank College Green Payment Plan site: as shown in Figure 10. Please notice the indicator at the top of the page to help guide you toward your payment plan setup completion. On this page, please enter your email address and click “**Next**” to proceed. **Please Note:** Once a payment has been setup, all future payments will be automatically drafted against the payment card or bank account you have previously selected.

The screenshot shows the 'College Green Payment Plan' interface for 'Tupay College'. At the top, there is a progress bar with five steps: 1. About You, 2. Choose Plan, 3. Agreements, 4. Enroll, and 5. Payment. Step 1 is currently active. Below the progress bar, the page title is 'Your Information'. The form contains the following fields: Name (Test User), College (Tupay College), Student Id (111122253), and Term (Fall 2015). There is an empty 'Email' input field. At the bottom, there are two buttons: 'Prev' and 'Next'. Red arrows and text boxes provide instructions: one arrow points to the 'About You' step indicator with the text 'Payment Plan Setup Indicator'; another arrow points to the 'Email' input field with the text 'Enter email address.'; and a third arrow points to the 'Next' button with the text 'Click here to proceed to next page.'

Figure 10.

How to Pay your Clarendon College Bill Online

11. At Step 2, as shown in Figure 11, please choose a plan and click the “**Generate Payment Timeline**” button. Please notice the Payment Timeline located on the right hand side of the window. The timeline will adjust according to the selected plan. This will also contain the dates for your various payments based on the selected plan. Press the “**Next**” button to proceed.

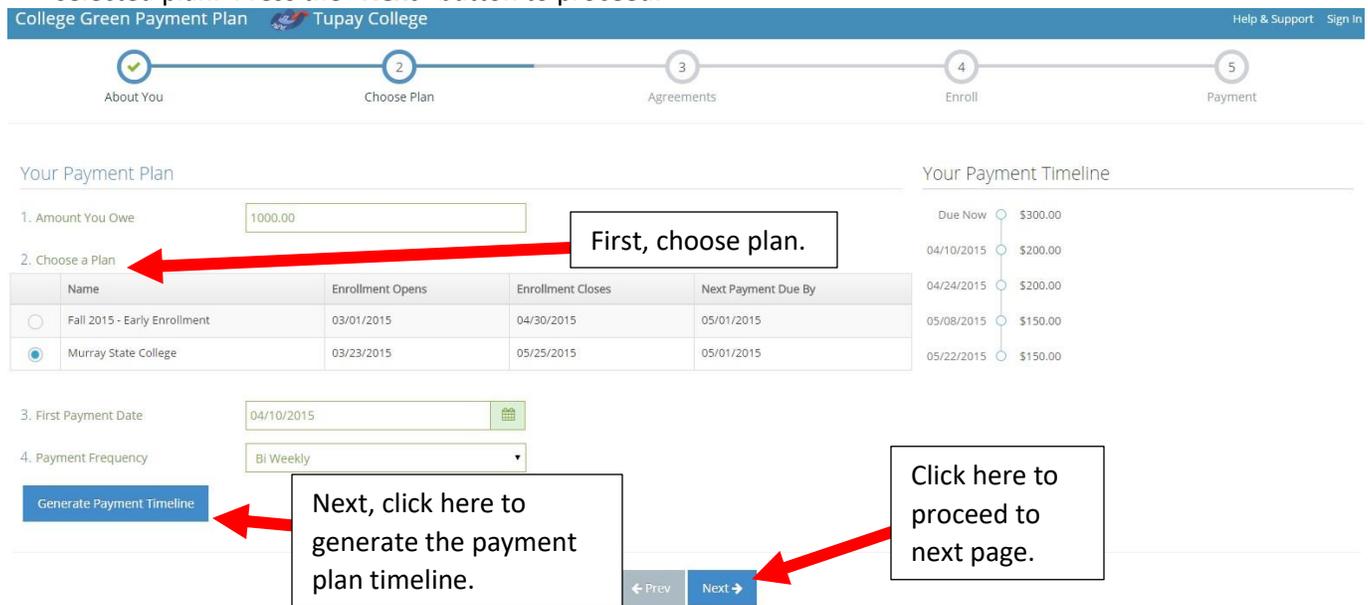


Figure 11.

12. At Step 3, as shown in Figure 12, you will need to review and accept each of the documents listed. To review and accept the documents, you will need to click each of the “**Review and Accept**” buttons. After clicking the “**Review and Accept**” button, the document will be displayed. Please notice that the “**Accept**” box for each document is located at the bottom of each displayed document. While the document is open, you may also print or download and save the document. **NOTE:** Each document must be viewed and accepted before proceeding to the next screen. Please click the “**Next**” button when you have accepted and reviewed each document to proceed.

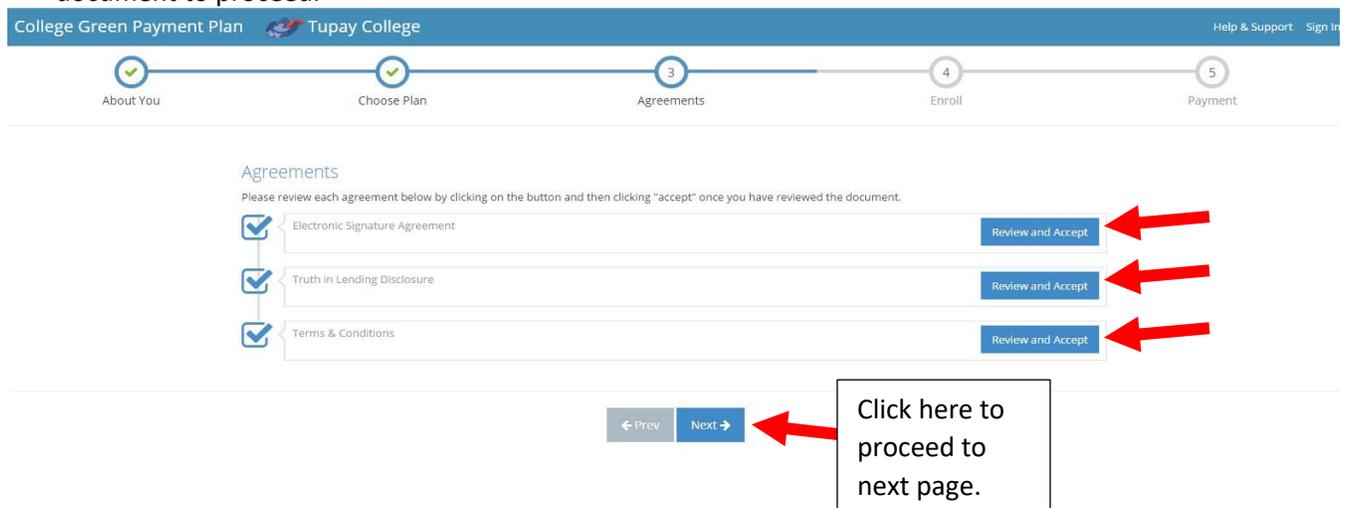


Figure 12.

How to Pay your Clarendon College Bill Online

13. At Step 4, as shown in Figure 13, you will complete the enrollment for the College Green Payment Plan site. After entering the requested information click “Next” to proceed.

College Green Payment Plan Tupy College Help & Support Sign In

1 About You 2 Choose Plan 3 Agreements 4 Enroll 5 Payment

Your Personal Information

Name: Test User
 Email: driggs@herringbank.com
 Address: 2201 Civic Circle
 Suite 705
 Amarillo Texas 79109

Your College Information

College: Tupy College
 Student Id: 111122253

Your Login Information

Username: driggs321
 Password: [masked] Medium
 Confirm Password: [masked]

← Prev Next →

Click here to proceed to next page.

Figure 13.

14. At Step 5, as shown in Figure 14, you will review your payment plan and make a down payment on the plan. If needed, click the “Prev” button to go back to the previous screen. Click the “Finish” button to accept the displayed plan.

College Green Payment Plan Tupy College Help & Support Sign In

1 About You 2 Choose Plan 3 Agreements 4 Enroll 5 Payment

Your Payment Option

Total Owed to School: \$1,000.00
 Enrollment Fee: \$35.00
 Plan: Murray State College
 Payment Frequency: Bi-weekly

Billing Details

Summary of Today's Charges

Enrollment Fee	\$35.00
Initial Payment	\$300.00
Total	\$335.00

Payment Schedule

Total of Scheduled Payments	\$700.00
2015-04-10	\$200.00
2015-04-24	\$200.00
2015-05-08	\$150.00
2015-05-22	\$150.00
Total	\$700.00

Credit Card Info

Name on Card: dave riggs
 Card Number: 4111-1111-1111-1111
 Expiration Date: 01 2016
 Card Security Code: 123
 Billing Zip: 79109

← Prev Finish →

Click here to accept, finish, and advance to the next page.

Figure 14.

How to Pay your Clarendon College Bill Online

15. Next, you may review and print your plan by clicking the Print icon in the upper right of the window: as shown in Figure 15.

College Green Payment Plan Tupay College Help & Support Sign In

[Student Payment Plan Summary](#) Reference ID GM4WVYPW
Date: 04/08/2015

Print icon.

Congratulations! You've successfully enrolled!

Personal Info

- Test User
- driggs@herringbank.com
- 2201 Civic Circle, Suite 705, Amarillo TX, 79109

Payment Info

- "Murray State College" payment plan
- \$1,000.00 paid by 4 bi-weekly payment(s)
- To be paid by credit card.

Documents

- Electronic Signature Agreement
- Truth in Lending Disclosure
- Terms & Conditions

Today's Charges

Enrollment Fee	\$35.00
Initial Payment	\$300.00
Total Just Paid: \$335.00	

Payment Schedule [Manage Your Payments](#)

Payment #	Payment Date	Payment Amount
1	04/10/2015	\$200.00
2	04/24/2015	\$200.00
3	05/08/2015	\$150.00
4	05/22/2015	\$150.00

Thank you for choosing Financial Payments. An email was sent to driggs@herringbank.com

Figure 15.

16. After you complete your payment plan enrollment, you will receive a confirmation and enrollment email from the College Green Payment Plan site: as shown in Figure 16.

You are now enrolled in a payment plan!

Please save this email as your confirmation of enrollment.
We have provided the details of your enrollment below.

Personal Info	Plan Info
Name: Test User	Name: Fall 2015 - Early Enrollment
Email: driggs@herringbank.com	School: Fort Scott Community College
Address: 2201 civic circle amarillo, TX 79109	Term: Fall 2015
	Confirmation #: KJP9YJ1Z
	Summary: \$1,000.00 paid by 6 bi-weekly payments
	Method: Credit Card
Documents	

Figure 16.

How to Pay your Clarendon College Bill Online

17. You will later receive email notifications or reminders for any upcoming payments as they become due: as shown in figure 17. These payments will be automatically drafted against the card or bank account you used when setting up your payment plan.

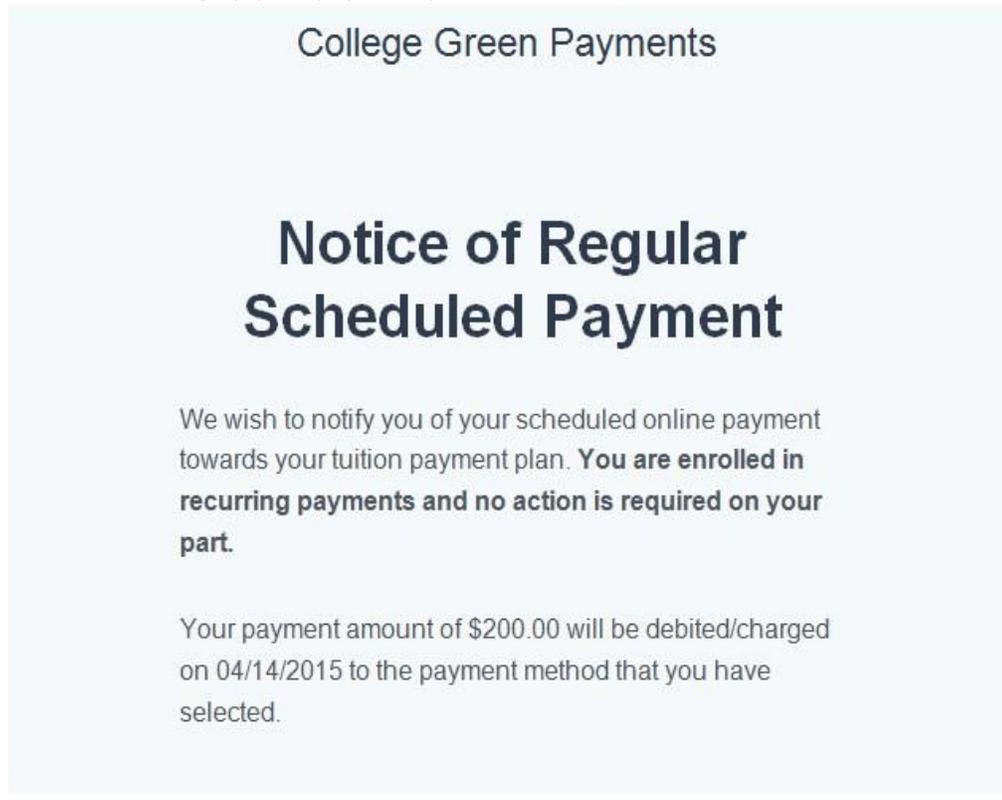


Figure 17.

18. If you have any questions, please email Student Billing, billing@clarendoncollege.edu or call 806-874-4849.