# 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.

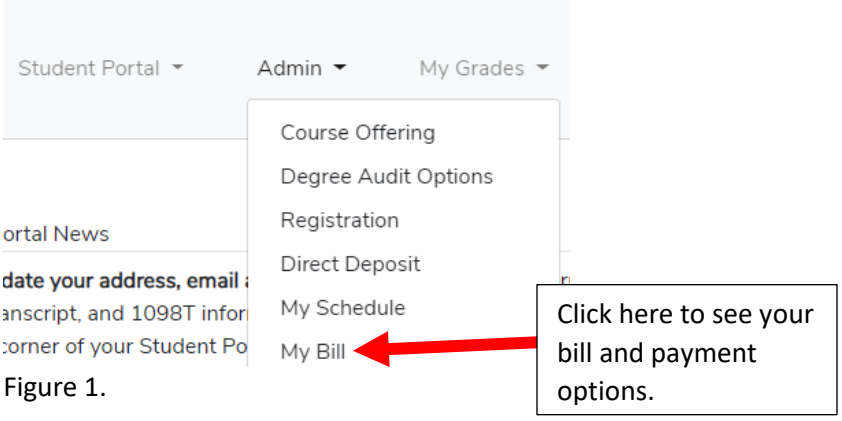
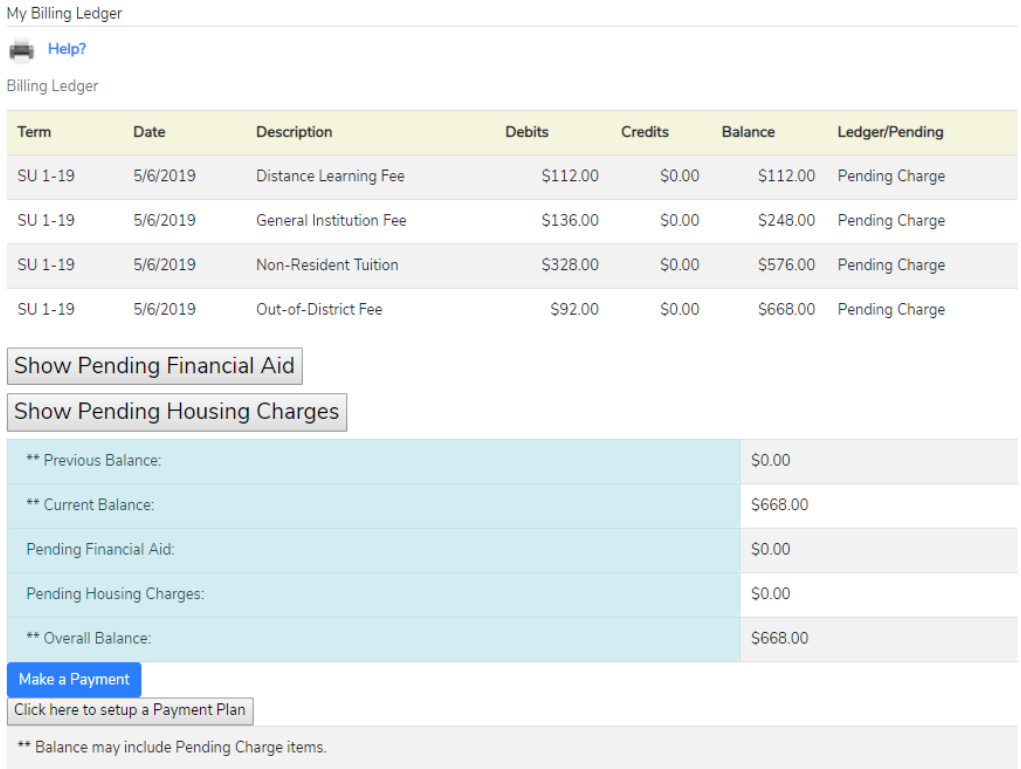



Figure 1.

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.




| 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 |

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

Figure 2.

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3. 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.

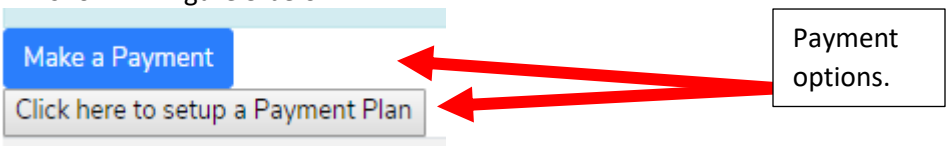
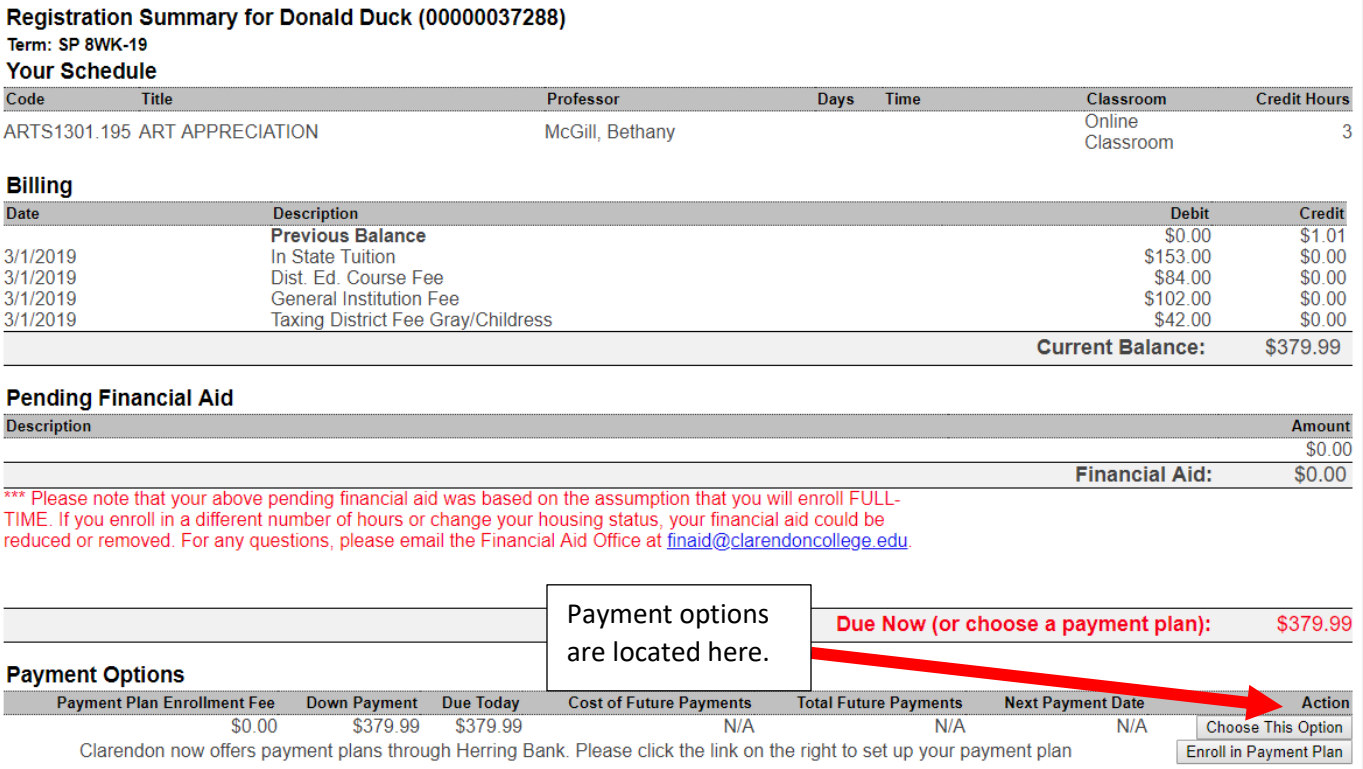



Figure 3.

4. 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.

Payment options are located here.

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

**Payment Options**

| Payment Plan Enrollment Fee | Down Payment | Due Today | Cost of Future Payments | Total Future Payments | Next Payment Date | Action |
|---|---|---|---|---|---|---|
| $0.00 | $379.99 | $379.99 | N/A | N/A | N/A | Choose This Option |

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

Figure 4.

## How to Make a One Time Payment

5. 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

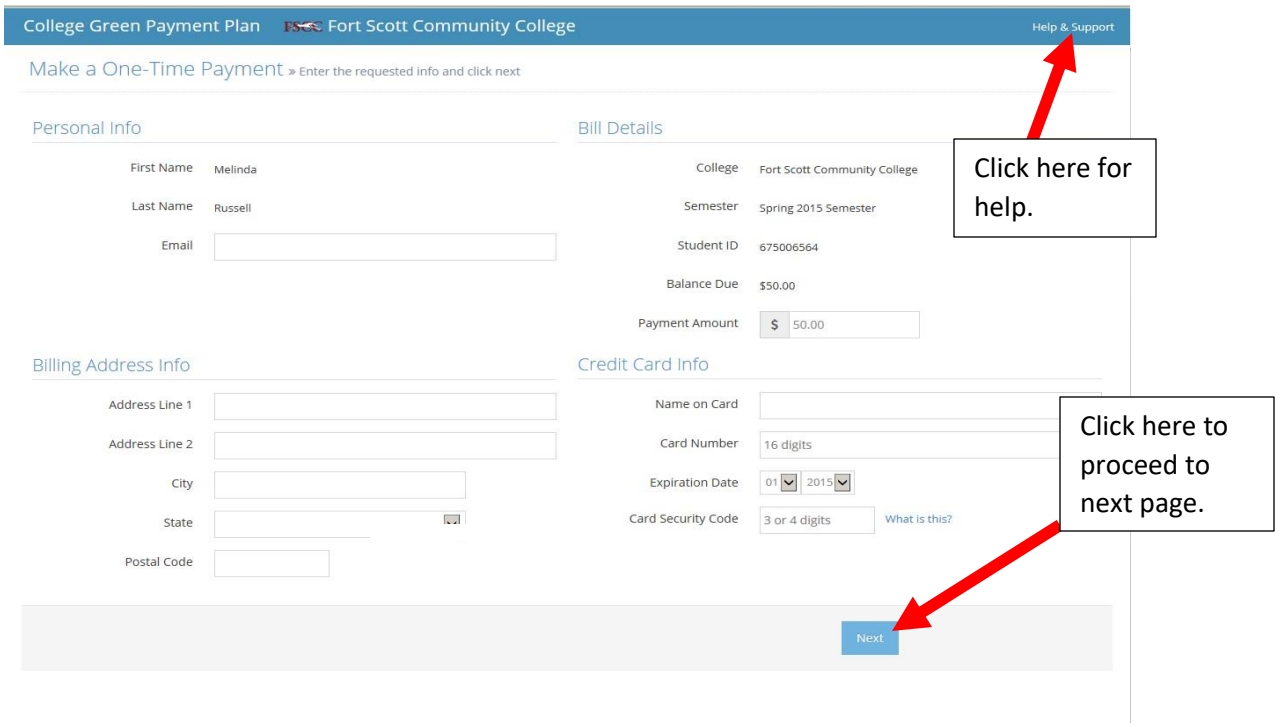



Figure 5.

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.

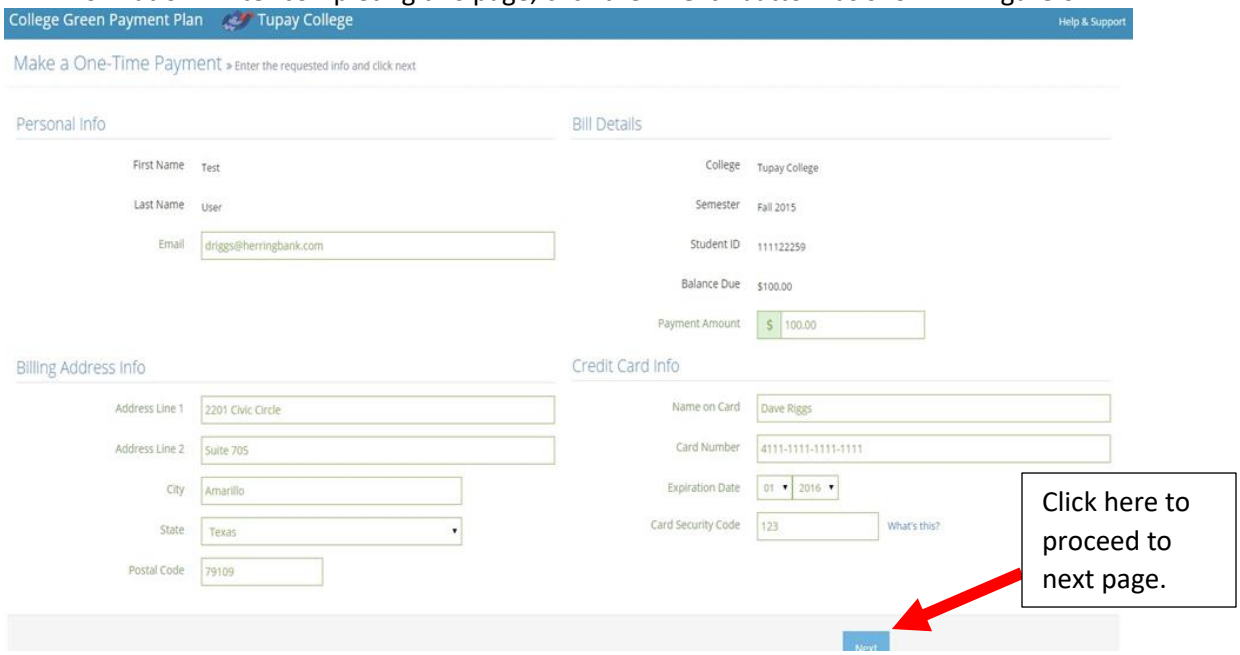



Figure 6.

# How to Pay your Clarendon College Bill Online

7. 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 |

Click here to agree to the terms.

Total Amount Due: $105.00

I agree to the Terms & Conditions

Figure 7.

8. 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

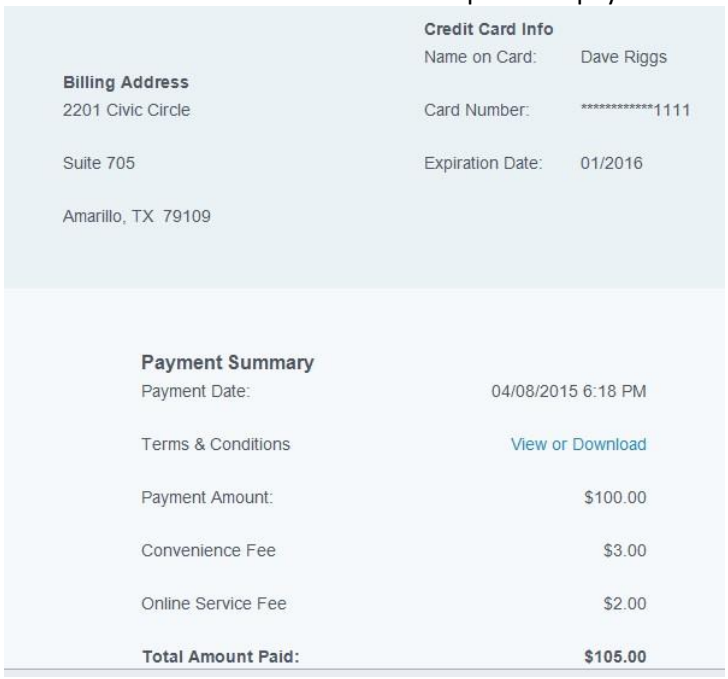
| | |
|---|---|
| Payment Date | 04/08/2015 4:47 PM |
| Terms & Conditions | View or Download |
| Payment Amount | $100.00 |
| Convenience Fee | $3.00 |
| Online Service Fee | $2.00 |

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.

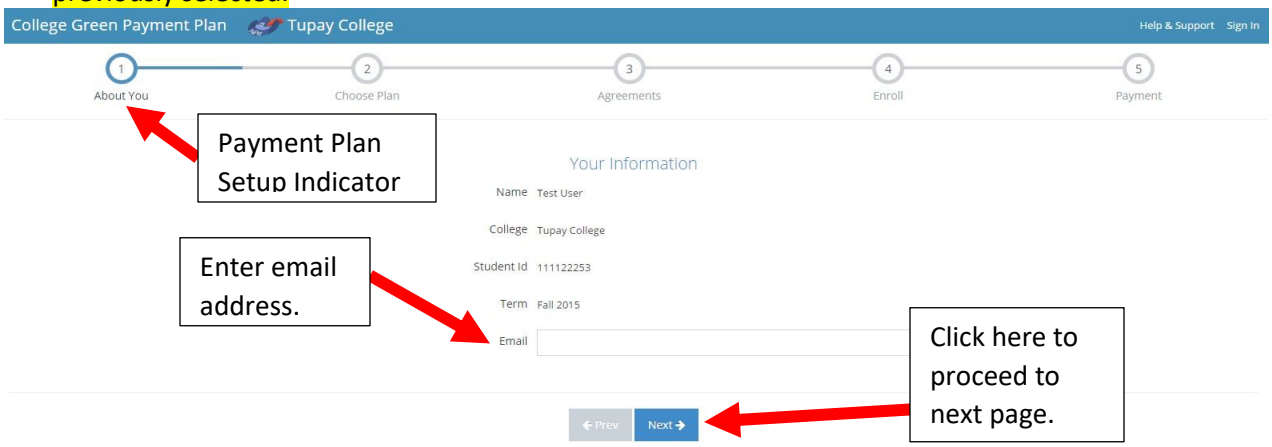



Figure 10.

# 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.

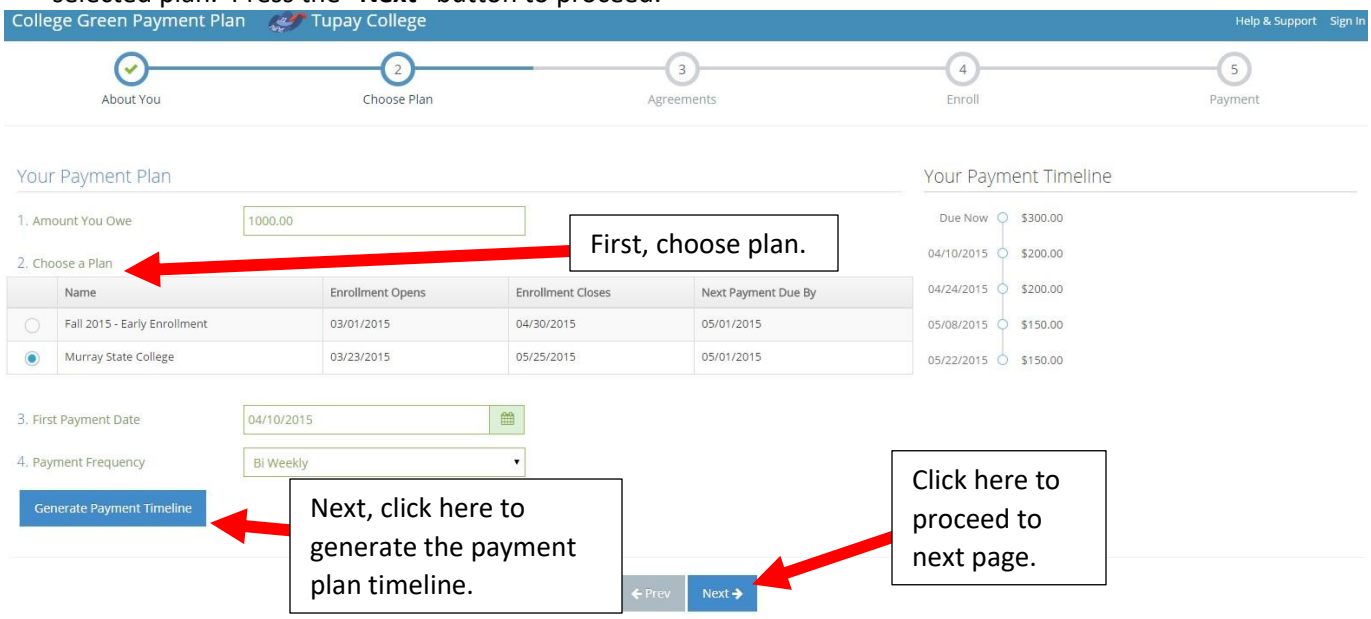



Figure 11.

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.

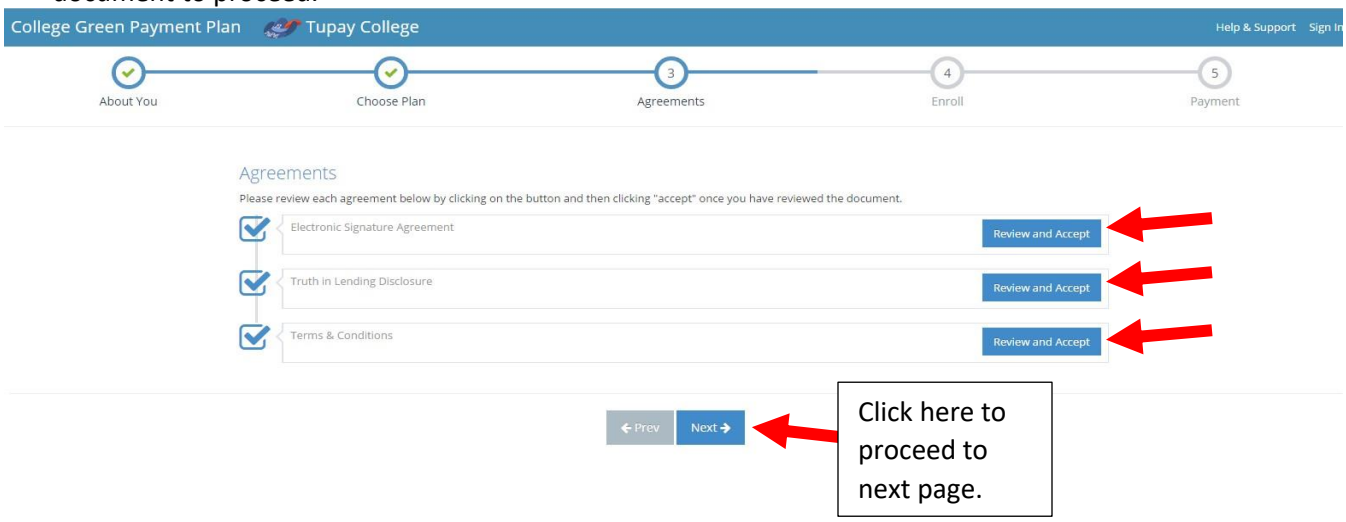



Figure 12.

# 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.

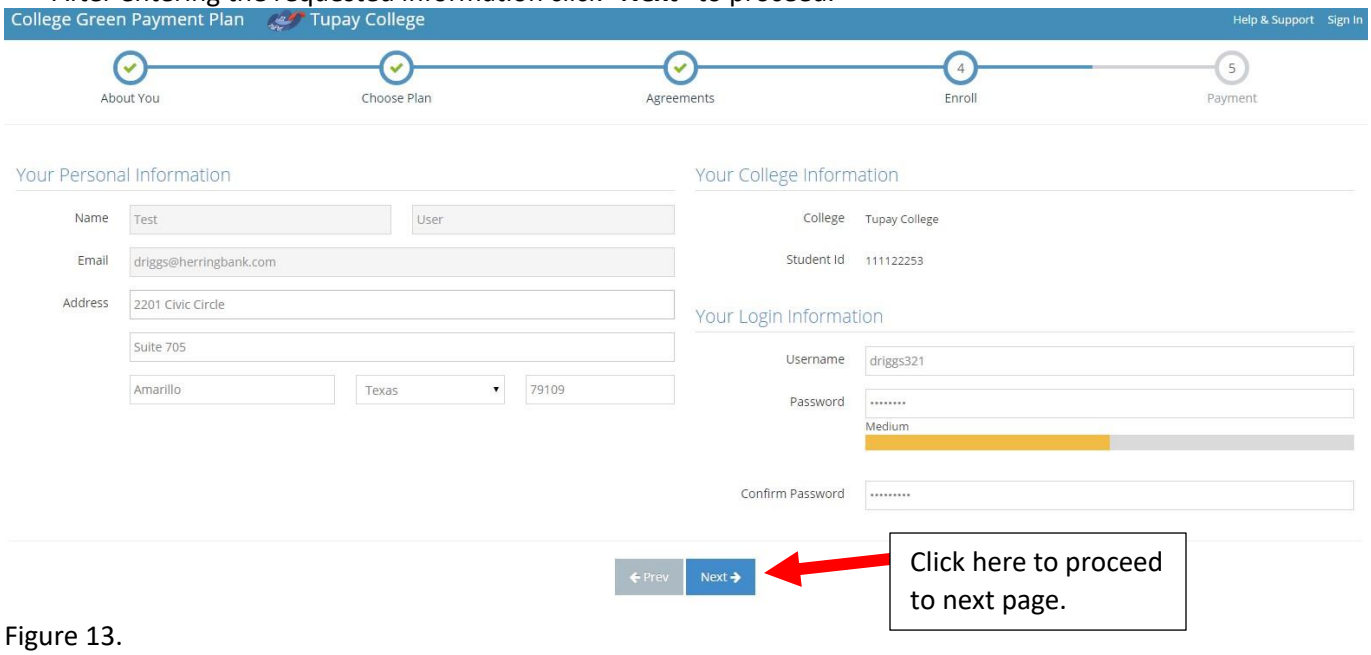



Figure 13.

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.

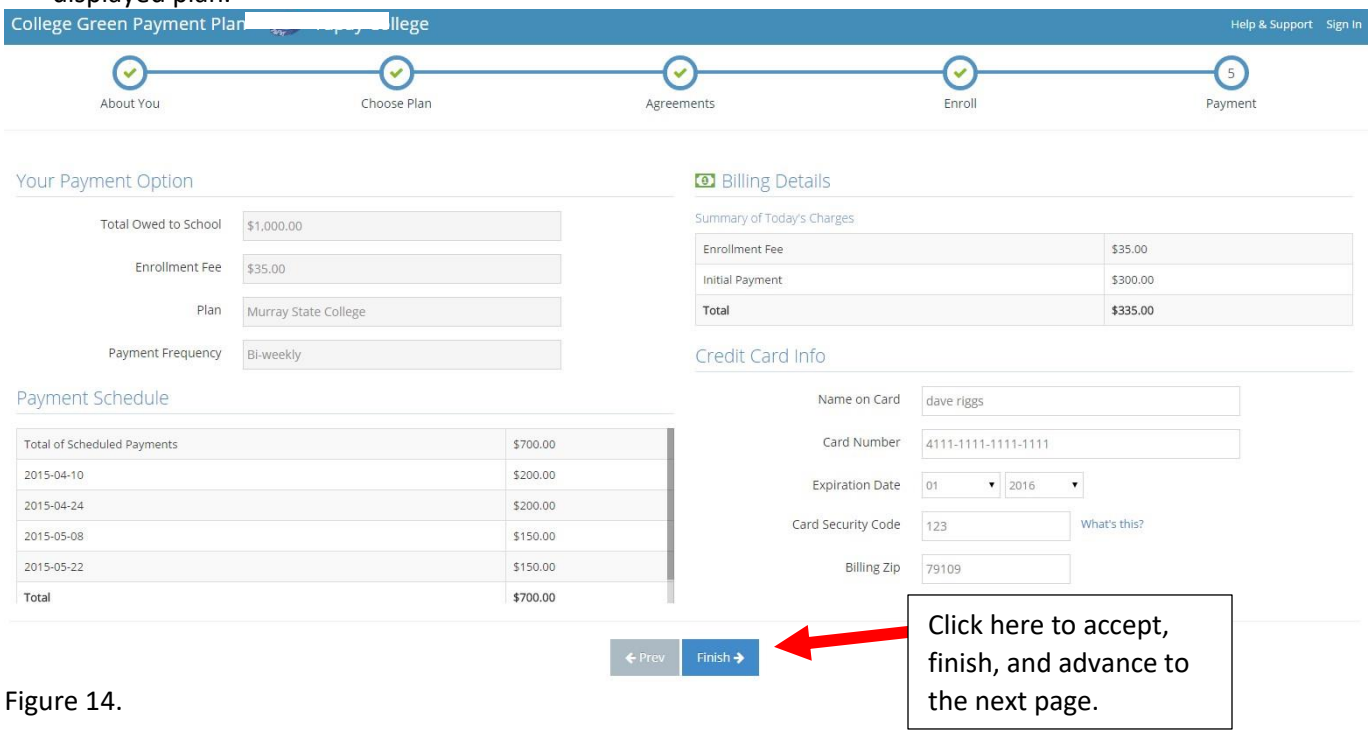



Figure 14.

# 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.

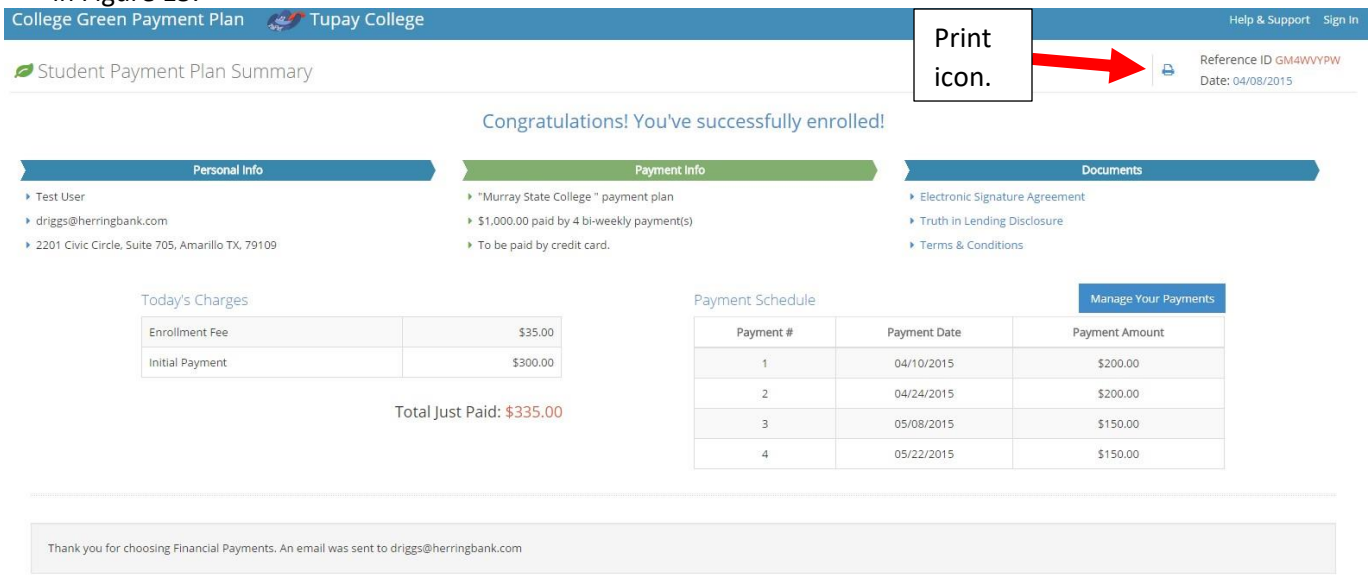



Figure 15.

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.

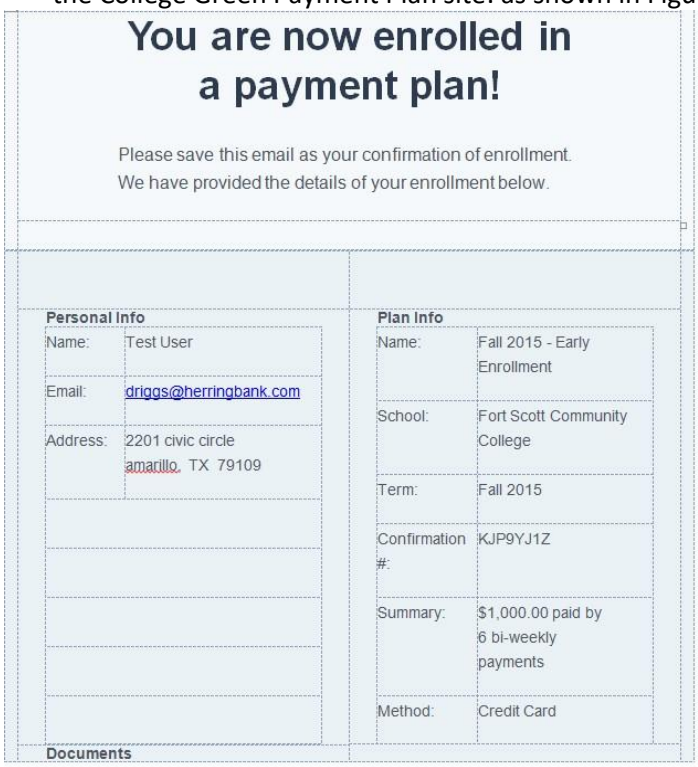



Figure 16.

# 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.

College Green Payments

**Notice of Regular Scheduled Payment**

We wish to notify you of your scheduled online payment towards your tuition payment plan. **You are enrolled in recurring payments and no action is required on your part.**

Your payment amount of $200.00 will be debited/charged on 04/14/2015 to the payment method that you have selected.

Figure 17.

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