

## PAYMENT PLAN SET-UP INSTRUCTIONS

**THE DOWN PAYMENT DRAFTS IMMEDIATELY!**

**PAYMENTS ARE AUTOMATIC!**

1. Go to ECC's Website ([www.elgin.edu](http://www.elgin.edu)).
2. Click on the AccessECC triangle on the right side of the homepage.
3. Log in with your User ID and Password.
4. Click on the "Student" tab on the upper left side of the page.
5. Under Self Service, click "Students," then click "Student Account."
6. Click on the "Payment Plan" link in the middle of the screen.
7. Click on the blue bar that reads "Click Here to Access your Payment Plans." The payment plan site will open automatically.
  - If the payment plan site does not open automatically, locate the internet tab that reads "Login Page" or "Student Accounts Home" and click on it. DO NOT CLICK "Click Here to Access your Payment Plans" MORE THAN ONCE!
  - If you are being asked for a University ID or an E-mail, you will need to COMPLETELY EXIT your browser and start over.
8. Click the "Payments Plans" tab at the top of the page.
9. Under the "Payments Plans" tab, click on the green box that reads "Enroll Now" for the semester and payment plan option you would like to enroll in.
10. Continue by following the prompts.

### Important Information About Automatic Payments

- ECC will draft your payment on the due date of each installment without any action on your part. Just be sure the funds are in your account.
- Once your payment plan is established, you do NOT have to make payments on your own.
- Do NOT attempt to make the payment on your own; this will pay off your entire plan.
- Your payment plan may be reactivated after the plan has been paid off if any additional fees are incurred on your account. You are responsible for checking your student email account for alerts regarding your payment plan.

**If you have any questions, call Student Accounts at 847-214-7380.**

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