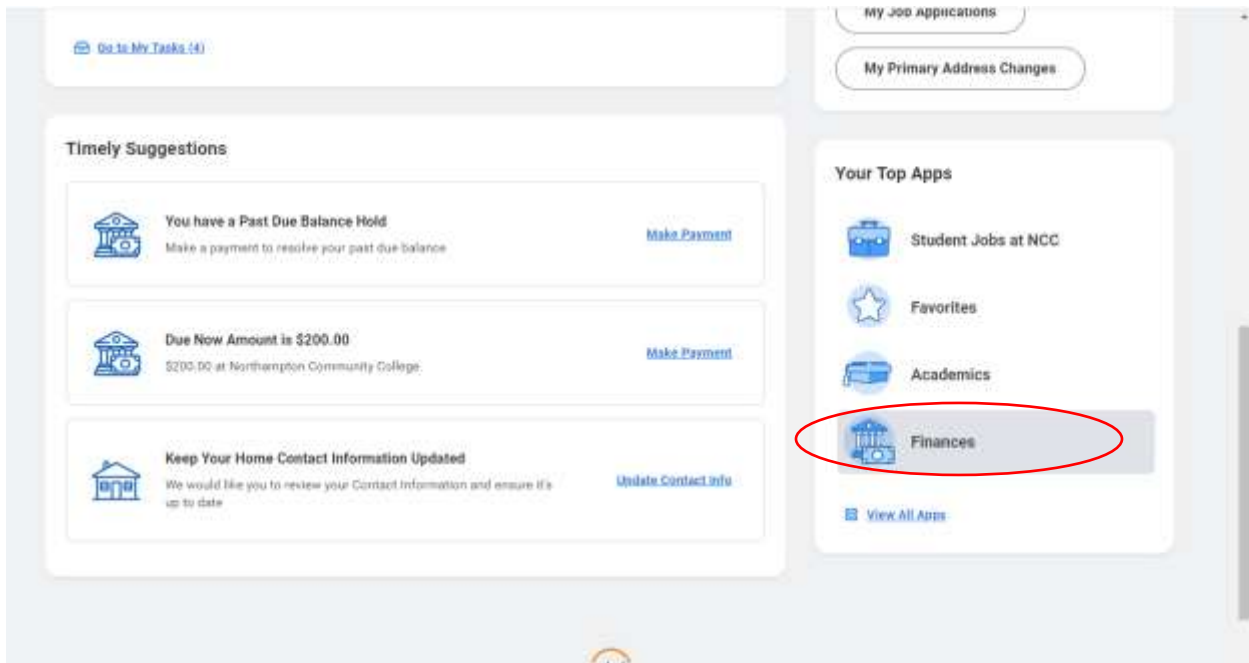
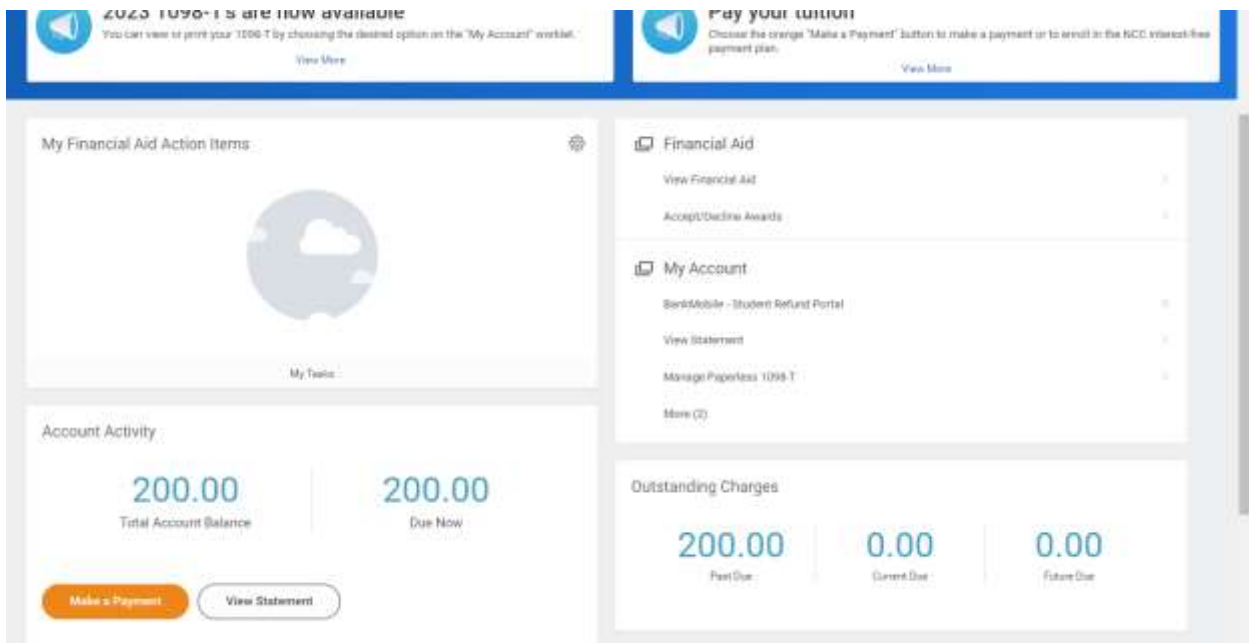


Change Card Online

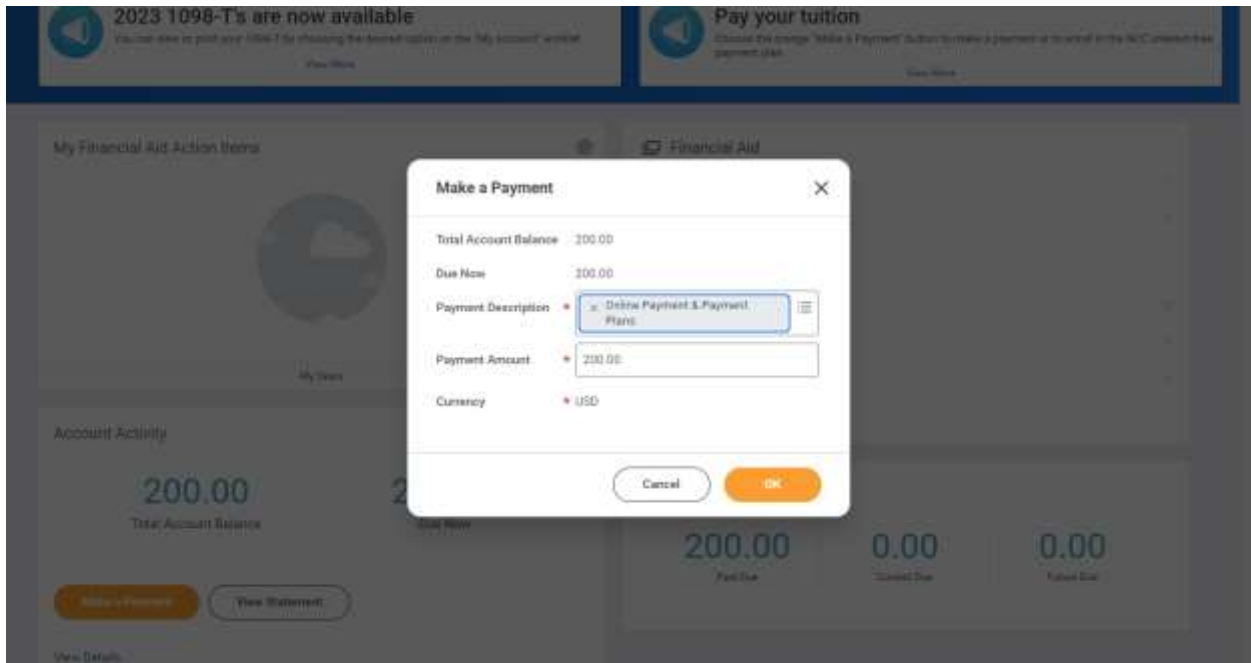
Step 1. Log into workday and click the “Finances” app.



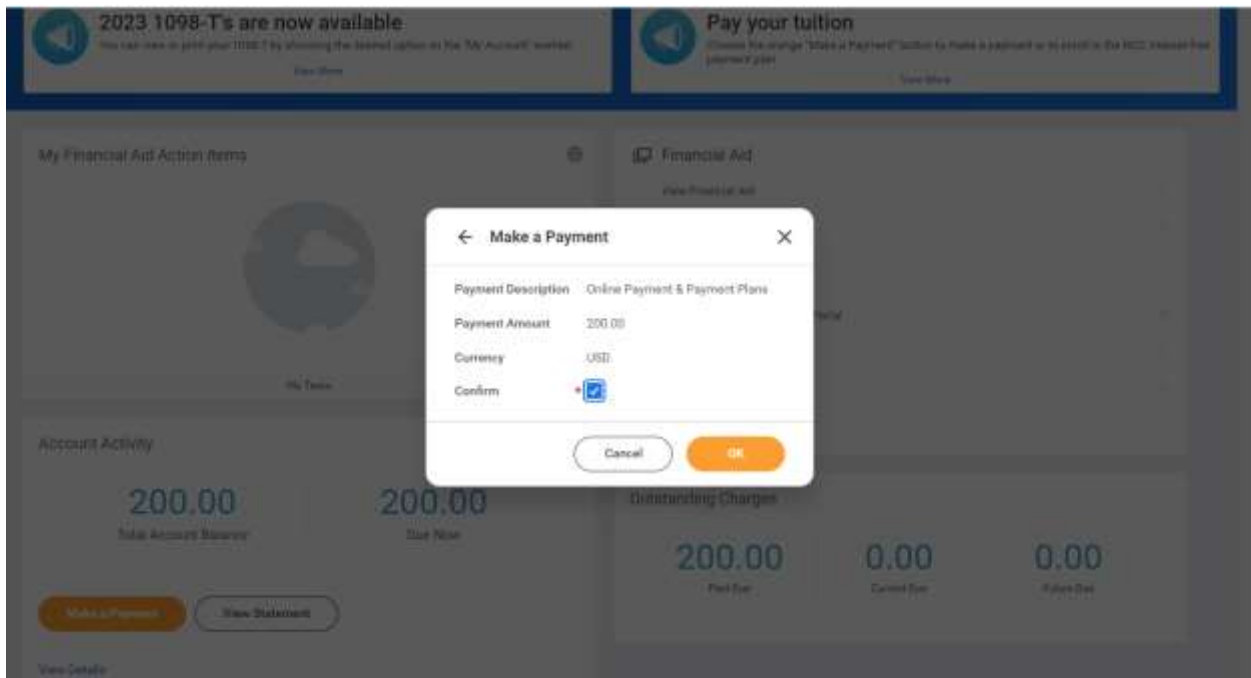
Step 2. Click “Make a Payment.”



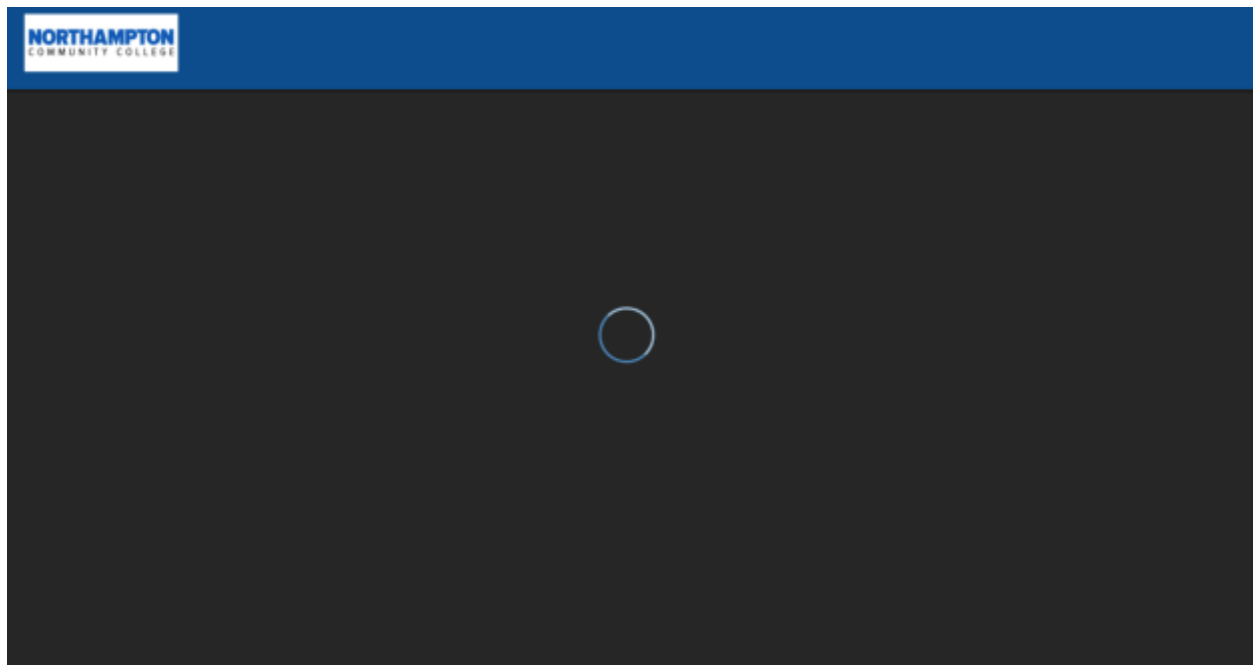
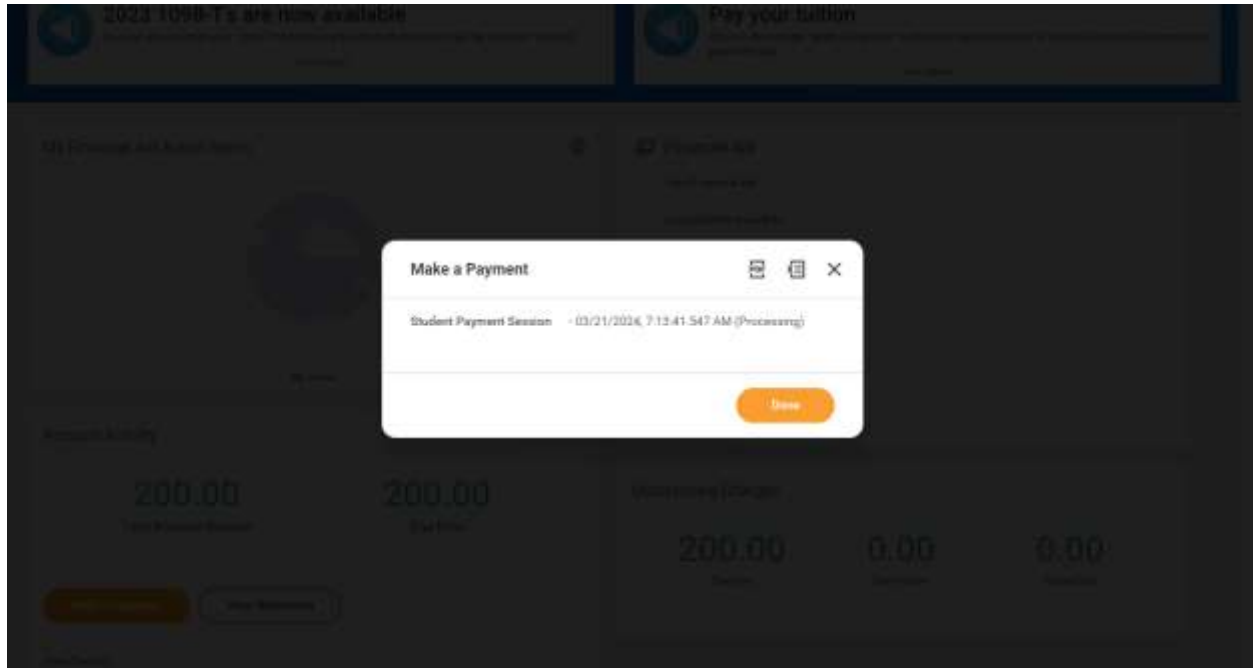
Step 3. Enter "Payment Description" as "Online Payment and Payment Plan" and keep "Payment Amount" as is. Click "OK." You are not making your payment here- it is just showing your total balance to confirm it.



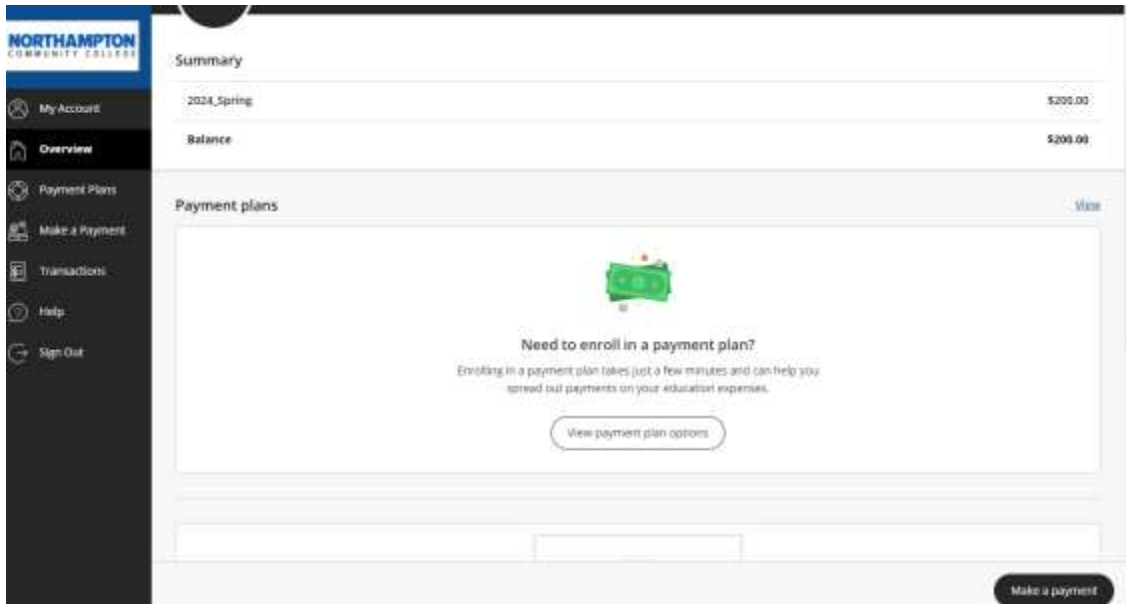
Step 4. Check the box to confirm.



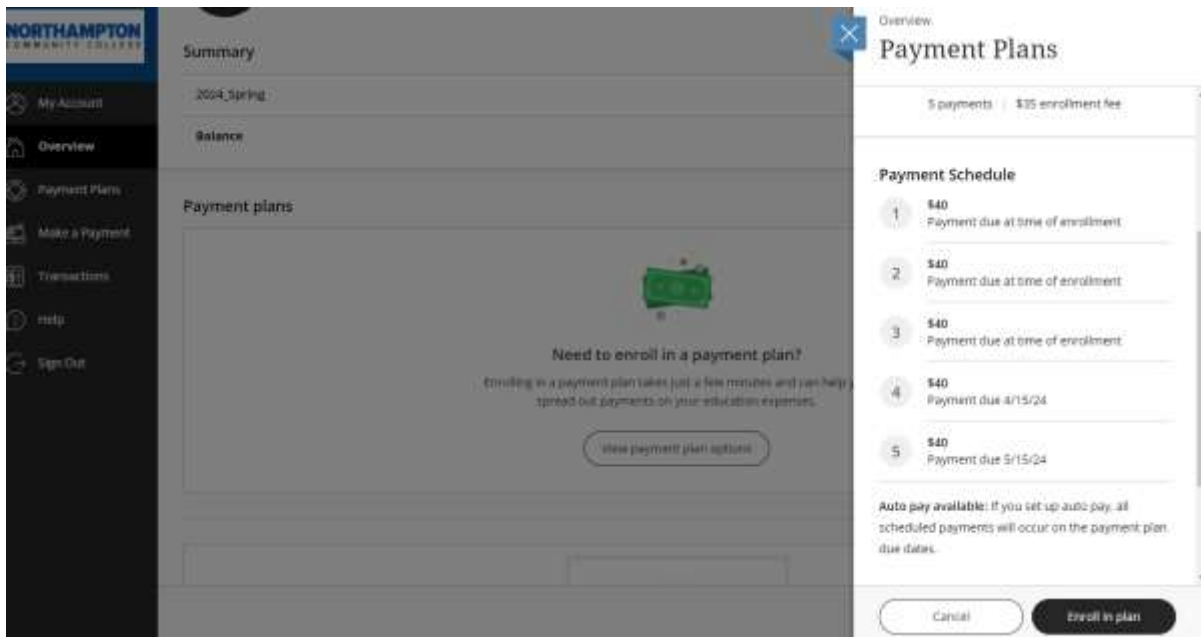
Step 5. **DO NOT** click “Done” if you see this window pop up that says “Processing.” It will bring you back to workday, but we want to get to the payment portal. Just wait to be directed to the payment portal automatically. You should see the spinning wheel (in the next image) once that window goes away.



Step 6. Once in the payment portal, click “View Payment Plan Options.”



Step 7. A window will pop up on the right side of the screen. It gives you a layout of the payment plan schedule. Look below each payment to see what is due now and what is due on a later date. Note: you must make your first payment(s) to get on the payment plan. You cannot change or edit your first payment amount. Click “Enroll in Plan” in the bottom right corner.



Step 8: Read and accept eSignature disclosure.

The screenshot shows a web interface for Northampton Community College. A central modal window titled "eSignature disclosure" is open, containing the following text:

By clicking the "Accept" button, you consent to receive your payment authorization electronically. Certain laws require us to provide specific information to you in writing, which means you have a right to receive that information on paper. We may provide that information to you electronically if we obtain your consent to receive it electronically. You confirm your computer has the hardware and software requirements set out below. You agree your authorization has been provided to you and is considered to be delivered "in writing". We recommend you print this for your records. Hardware and Software Requirements to Access Disclosure in order to access and retain this electronic disclosure, you will need: * A computer or other device with an internet connection; * A monitor or other device to view the disclosure using your internet browser; * A current internet web browser which is capable of supporting HTML and 128 bit TLS encryption; and * Access to a computer operating system that can support these functions and software, and that has sufficient storage space for you to save the disclosure for later reference or an installed printer to print the disclosure. How to Withdraw Consent: You may withdraw your consent by contacting Customer Service 18700 N Hayden Rd Suite 230, Scottsdale, AZ 85255. We will not impose any fee to process the withdrawal of your consent. Some required disclosures may be "one-time" disclosures for which your consent may not practically be withdrawn after receiving the initial electronic disclosure. Requesting Paper Copies: To request a paper copy of your authorization, contact us in writing at: Customer Service 18700 N Hayden Rd Suite 230, Scottsdale, AZ 85255. If you request paper copies, we may charge you a service fee per request.

At the bottom right of the modal is an "Accept" button. The background interface shows a sidebar with "My Account" selected and a main area titled "Payment Plans" with a "Payment Schedule" table.

Payment Schedule	Amount	Due Date
1	\$40	Payment due at time of enrollment
2	\$40	Payment due at time of enrollment
3	\$40	Payment due at time of enrollment
4	\$40	Payment due 4/15/24
5	\$40	Payment due 5/15/24

Below the table, it says "Auto pay available: If you set up auto pay, all scheduled payments will occur on the payment plan due dates." At the bottom right of the main interface are "Cancel" and "Enroll in plan" buttons.

Step 9: Read and agree to terms and conditions. Sign using your student ID.

The screenshot shows a Terms and Conditions agreement window. The text includes:

additional returned check fee of \$25.00.
c. Northampton Community College is not liable for any returned payments due to incorrect bank account information supplied. Northampton Community College is not liable for any charges that your bank imposes on you as a result of your account being in an overdraft position, or below daily or monthly minimum required balances, or any other charges, as a result of your payment plan payment being deducted from your checking/savings account.

7. Termination of Payment plan:
Participation in the payment plan is entirely voluntary. At any time prior to the date that your final payment is due, you may terminate your payment plan, without any explanation. However, if you do so, the balance on your student account which will be due immediately.

8. Rights to Northampton Community College under default or ineligibility: Northampton Community College reserves the right to terminate the payment plan in the event of default or ineligibility. Upon termination of the payment plan, any balance on the student account will be payable according to Northampton Community College billing due dates and will be payable immediately.

I have read the Terms and Conditions of this agreement and I authorize Northampton Community College and their respective agents to contact me regarding my student account and any other financial obligation to Northampton Community College at the current or any future number that I provide for my cellular or other wireless device using automated telephone dialing equipment, artificial or pre-recorded voice or text messages.

As a student enrolled in classes at Northampton Community College, I agree to assume full financial responsibility for all charges incurred on my student account whether I attend the classes or not. I further understand that my failure to be fiscally responsible may result in service holds, late fees, collection actions by Northampton Community College or other third-party agency, unfavorable credit bureau filing and/or litigation and I will assume all costs associated with such actions.

I agree to the Terms & Conditions

* Please enter your numeric NCC Student ID as your eSignature.

11111111

Minimum 2 digits | Maximum 10 digits

At the bottom right are "Cancel" and "Continue" buttons.

Step 10. Enter your full name and email address (this can be your school or personal). The system will send automated reminder emails when due dates are coming up, automated emails when you miss a due date, and receipts for your payments to this email address.

The screenshot shows a web interface for 'Payment Plan Enrollment'. The title bar includes 'Overview' and 'Payment Plan Enrollment'. Below the title bar, there is a navigation bar with 'Agreement' and a progress indicator showing 'Step 2 of 5: Enrollment Information'. The main content area is titled 'Enrollment information' and contains two input fields: 'Full Name' with the value 'test' and 'Email Address' with the value 'test@northampton.edu'. Both fields have a 'Maximum 30 characters' label below them. At the bottom right, there are 'Cancel' and 'Continue' buttons.

Step 11. View what is due today. This must be paid to lock you into the payment plan.

The screenshot shows a 'Payment' summary screen for '2024_Spring: Spring 2024'. It features a table with two rows: 'Enrollment fee' for \$35 and 'First payment' for \$120. A central donut chart displays '\$120 Amount due now' and 'Plan amount \$200'. At the bottom right, the total amount due is '\$155.00'. 'Cancel' and 'Continue' buttons are located at the bottom.

Item	Amount
Enrollment fee	\$35
First payment	\$120
Total	\$155.00

Step 12. Enter payment information. The circled box below payment information is automatically checked off. This is to sign up for **auto pay**. If you wish to sign up for auto pay, keep that box checked, scroll down, and agree to auto pay terms and conditions. If you do not wish to sign up for auto pay, uncheck that box.

The screenshot shows a payment form with the following fields and options:

- Payment method:** A dropdown menu currently set to "New credit or debit card". Below it are logos for American Express, Discover, Mastercard, and Visa.
- Card number:** A text input field with a red border and a tooltip that says "Card number required".
- Expiration date:** A text input field with a placeholder "MM / YY".
- Security code:** A text input field with a tooltip that says "Security code".
- Zip/Postal code:** A text input field with a tooltip that says "International symbols may require ZIP".
- Card nickname:** A text input field with a placeholder "My card" and a tooltip that says "Maximum 17 characters".
- Auto pay option:** A checkbox labeled "Set up auto pay with the same payment method" which is checked. Below it is a link for "Auto pay terms and conditions".

At the bottom of the form, there is a "Secure encrypted payment" icon, a "Cancel" button, and a "Continue" button.

The screenshot shows the "Auto pay terms and conditions" page with the following text:

b. Payments will be withdrawn from your account on the 15th day of each month and will be payable to Northampton Community College. A record of each payment will be posted to the student's account.

c. Declined and Dishonored Payments – It is the responsibility of the guarantor to ensure adequate funds are available on the due date. In the event a payment is declined or dishonored, Northampton Community College reserves the right to cancel the payment plan. Upon cancellation, the balance becomes due immediately. Additionally, the account will be assessed an additional returned check fee of \$30.00.

d. Northampton Community College is not liable for any returned payments due to incorrect bank account information supplied. Northampton Community College is not liable for any charges that your bank imposes on you as a result of your account being in an overdraft position, or below daily or monthly minimum required balance, or any other charges, as a result of your auto payment being deducted from your checking/savings account.

I have read the Terms and Conditions of this agreement and I authorize Northampton Community College and their respective agents to contact me regarding my student account and any other financial obligation to Northampton Community College at the current or any future number that I provide for my cellular or other wireless device using automated telephone dialing equipment, artificial, or pre-recorded voice or text messages.

I Agree

At the bottom of the page, there is a "Secure encrypted payment" icon, a "Cancel" button, and a "Continue" button.

Click "Continue" until you see "Thank you for your payment."

To view your receipt, go to the “Transactions” page (found on the left side toolbar) and click on the blue receipt number (under “Receipt”). You can either view the receipt on screen, or you can print it by clicking the printer icon (circled) on the top right corner of the second image.

NORTHAMPTON
COMMUNITY COLLEGE

Transactions

Date	Description	Receipt	Amount
6/2/21	Fall 2021	#1030	\$1.00
3/29/21	Spring 2021	#1004	\$1.00
3/19/21	Spring 2021	#1001	\$1.00
3/19/21	Spring 2021	#1000	\$2.00

Showing 1-4 of 4

Overview
Receipt

NORTHAMPTON
COMMUNITY COLLEGE

Receipt

#1030
Ivana TestStudent
ID: 1011229

Date: 6/2/21
Method: Visa
Total amount
\$1.00

Description	Amount
Fall 2021	\$1.00
Subtotal	\$1.00
Total	\$1.00

Payments received	Amount
VISA	\$1.00