



Student Finance

Self-Service

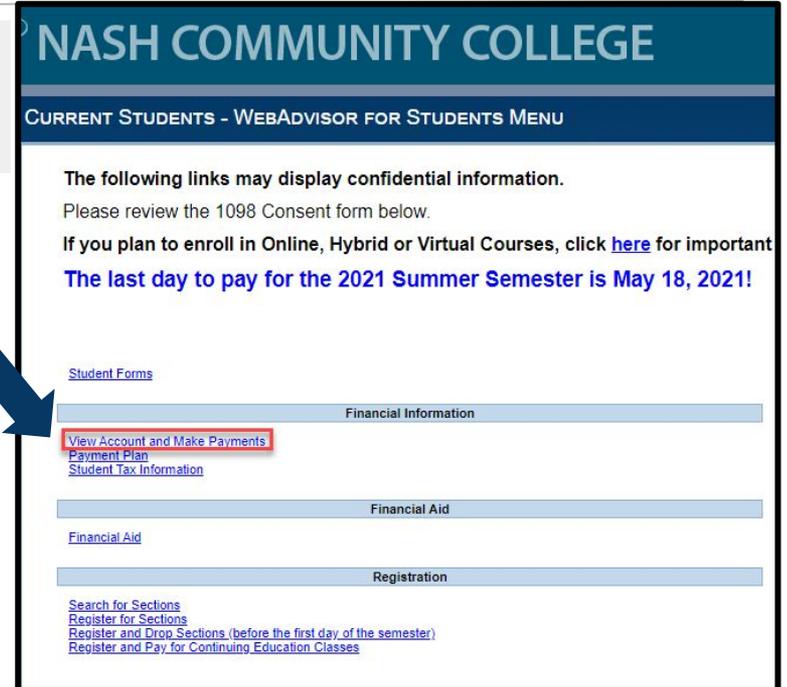
Students will use Webadvisor to access Self-Service Student Finance at this time

Student Finance

Log into WebAdvisor. Click on the Students tab and then locate the Financial Information section. Click **View Account and Make Payments**



Students will use Webadvisor to access Self-Service Student Finance at this time

A screenshot of the NASH COMMUNITY COLLEGE WebAdvisor for Students Menu. The header reads 'NASH COMMUNITY COLLEGE' and 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU'. The main content area contains the following text: 'The following links may display confidential information. Please review the 1098 Consent form below. If you plan to enroll in Online, Hybrid or Virtual Courses, click [here](#) for important. The last day to pay for the 2021 Summer Semester is May 18, 2021!'. Below this text are several menu items: 'Student Forms', 'Financial Information' (with a sub-item 'View Account and Make Payments' highlighted in a red box), 'Financial Aid', and 'Registration'. At the bottom, there are links for 'Search for Sections', 'Register for Sections', 'Register and Drop Sections (before the first day of the semester)', and 'Register and Pay for Continuing Education Classes'.

Student Finance

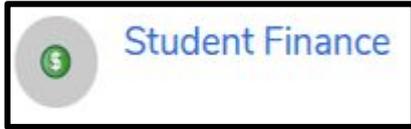
When you first log into Self-Service, the following screen may display – depending on your setup in the preference menu.

The screenshot shows the Nash Community College Colleague Self-Service dashboard. At the top, there is a dark blue header with the Nash Community College logo and name on the left, and user information 'jsdoe961', 'Sign out', and 'Help' on the right. Below the header, a light gray banner displays a welcome message: 'Hello, Welcome to Colleague Self-Service!' followed by the instruction 'Choose a category to get started.' The main content area features a grid of six service tiles, each with a circular icon and a brief description:

- Student Finance**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**: Here you can view and search the course catalog.
- Grades**: Here you can view your grades by term.

On the far left, a dark vertical sidebar contains a hamburger menu icon at the top, followed by icons for home, building, graduation cap, briefcase, and user profile.

Student Finance



Click on the **Student Finance** menu. You will see all financial charges. Example below

Account Summary
View a summary of your account

Account Overview

Amount Overdue	\$1,240.00	
= Total Amount Due	\$1,240.00	Make a Payment
Total Account Balance	\$1,240.00	Account Activity
Spring 2021	\$1,240.00	
Fall 2020	\$0.00	
Summer 2020	\$0.00	
Spring 2020	\$0.00	

Student Finance

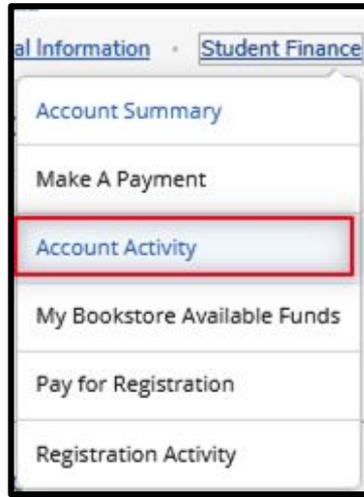
Click the **Student Finance** tab to show a submenu with additional options that you can access.

The screenshot displays the Nash Community College Student Finance interface. At the top, the college logo and name are visible, along with the user ID 'jsdoe961'. The navigation tabs include 'Financial Information', 'Student Finance' (highlighted with a red box), and 'Account Summary'. A dropdown menu is open under 'Student Finance', listing the following options: Account Summary, Make A Payment, Account Activity, My Bookstore Available Funds, Pay for Registration, and Registration Activity. A large red bracket is drawn to the right of this menu. The main content area shows account details, including a balance of \$1,240.00.

Account Summary	
Make A Payment	
Account Activity	
My Bookstore Available Funds	
Pay for Registration	\$1,240.00
Registration Activity	\$1,240.00
Total Account Balance	\$1,240.00

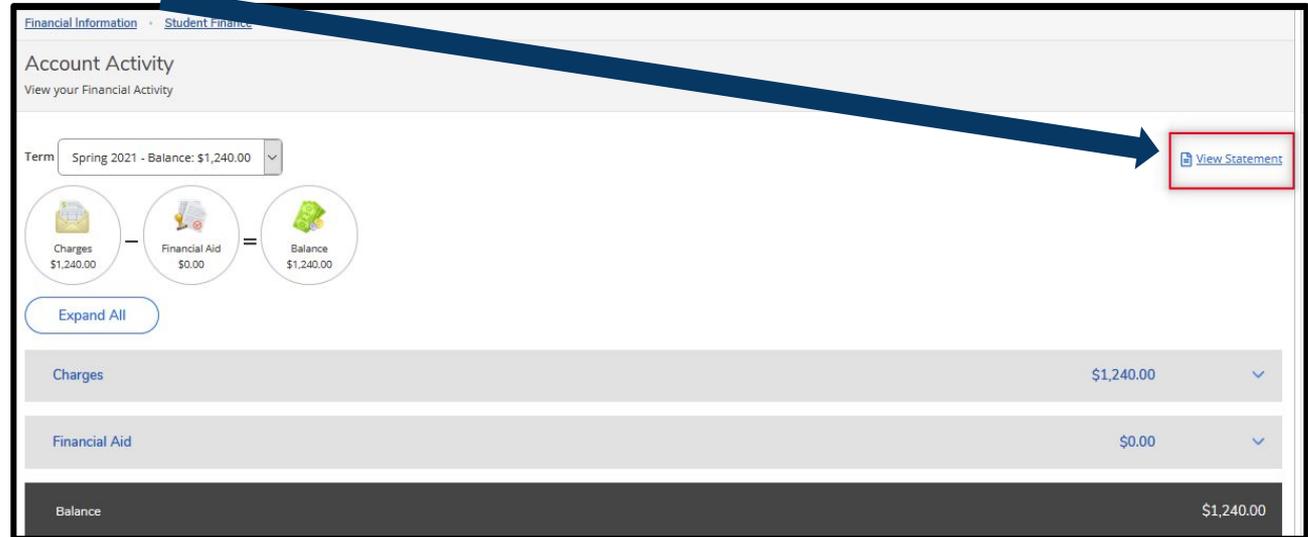
Student Finance

Click on the **Account Activity** option to display all charges, payment, and balance. If you want to see your statement, click **View Statement**. **Please be patient as this may take several minutes to load.**



Financial Information · Student Finance

- Account Summary
- Make A Payment
- Account Activity**
- My Bookstore Available Funds
- Pay for Registration
- Registration Activity



Financial Information · Student Finance

Account Activity

View your Financial Activity

Term: Spring 2021 - Balance: \$1,240.00

Charges \$1,240.00 - Financial Aid \$0.00 = Balance \$1,240.00

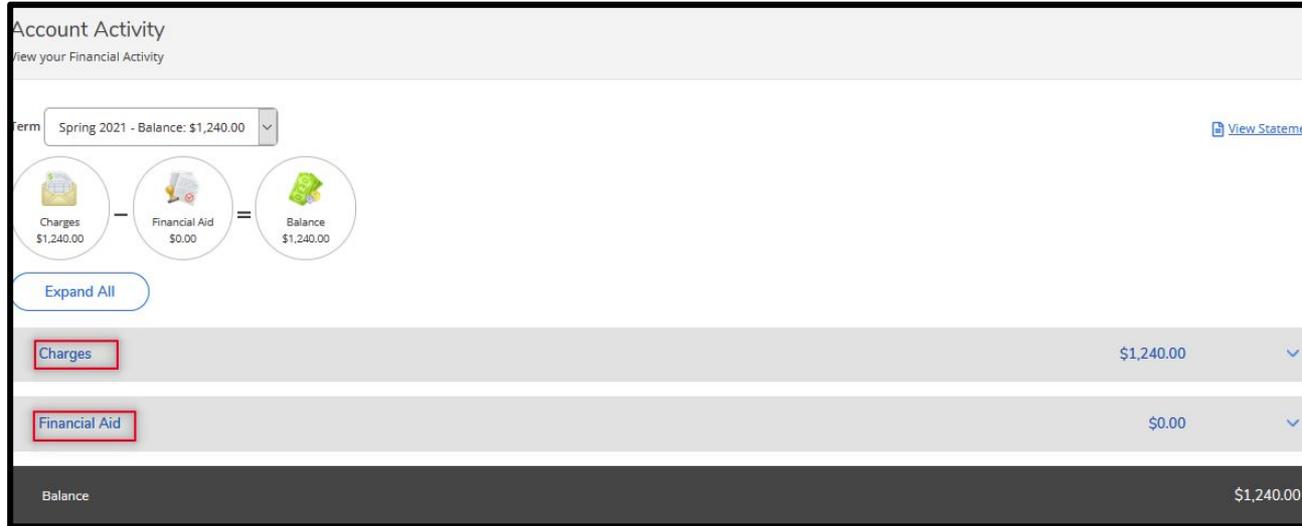
[Expand All](#)

Charges	\$1,240.00	▼
Financial Aid	\$0.00	▼
Balance	\$1,240.00	

[View Statement](#)

Student Finance

Use the **Charges** and other options to expand/display additional information.



The screenshot displays a 'Student Finance' account activity page. At the top, it says 'Account Activity' and 'View your Financial Activity'. Below this is a dropdown menu for the term, currently set to 'Spring 2021 - Balance: \$1,240.00', with a 'View Statement' link to the right. A visual summary shows 'Charges \$1,240.00' minus 'Financial Aid \$0.00' equals 'Balance \$1,240.00'. An 'Expand All' button is located below the summary. The main table lists the following items:

Item	Amount	Action
Charges	\$1,240.00	▼
Financial Aid	\$0.00	▼
Balance	\$1,240.00	

Two blue arrows on the left point to the 'Charges' and 'Financial Aid' rows, which are highlighted with red boxes in the original image.



Make a Payment

Self-Service

Make a Payment

Making a payment through Colleague Self-Service can be confusing and cumbersome unless you fully understand and go through “all processes” and “Official Payment” website screens. This guide will show you how to go through each process, step and screen to ensure that your payment will process properly so will receive the Payment Acknowledgement at the end.

Nash Community College accepts VISA, Discover, MasterCard and American Express.

Once successfully logged into Colleague Self-Service, there are a couple ways that you can get to the Make a Payment menu. This document will start on the Home page.

Make a Payment

From the **Home** page click on the **Student Finance** menu.

The screenshot shows the Nash Community College Colleague Self-Service portal. The header includes the college logo and name, the user ID 'jsdoe961', and links for 'Sign out' and 'Help'. The main content area displays a welcome message and a grid of service categories. The 'Student Finance' category is highlighted with a red box and a blue arrow pointing to it from the text above. The 'Home' icon in the left sidebar is also highlighted with a blue arrow.

Home Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**
Here you can view and search the course catalog.
- Grades**
Here you can view your grades by term.
- Transcript Requests**
Here you can view and request a transcript.

Make a Payment

The Account Summary page will display. Click the **Make a Payment** option.



The screenshot shows a web interface for an account summary. At the top, there are navigation links: [Financial Information](#), [Student Finance](#), and [Account Summary](#). Below this is the heading "Account Summary" with the subtitle "View a summary of your account". The main section is titled "Account Overview" and contains a table with the following data:

Amount Overdue	\$1,240.00	
= Total Amount Due	\$1,240.00	Make a Payment
Total Account Balance	\$1,240.00	Account Activity
Spring 2021	\$1,240.00	
Fall 2020	\$0.00	
Summer 2020	\$0.00	
Spring 2020	\$0.00	

A blue arrow points from the top right towards the "Make a Payment" button, which is highlighted with a red rectangular border.

Make a Payment

The Make a Payment page will display. Make sure the line item is checked.

Make a Payment
Use this page to make a payment on your account

Total Payment : \$1,240.00 Choose a Payment Method Proceed to Payment

Collapse All

Spring 2021 \$1,240.00 ^

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivable	BANK	1/11/2021 (Overdue)	\$1,240.00	\$ <input type="text" value="1,240.00"/>

Total Amount Due \$1,240.00

Make a Payment

Choose a **Payment Method** by clicking on the down arrow and select either VISA, MasterCard, Discover, or American Express Make sure the line item is checked.

Make a Payment
Use this page to make a payment on your account

Total Payment : \$1,240.00

Choose a Payment Method

Proceed to Payment

Collapse All

Spring 2021 \$1,240.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivable	BANK	1/11/2021 (Overdue)	\$1,240.00	\$ <input type="text" value="1,240.00"/>

Make a Payment

Once your payment method is selected, click on the **Proceed to Payment** button.

[Financial Information](#) · [Student Finance](#) · [Make A Payment](#)

Make a Payment

Use this page to make a payment on your account

Total Payment : \$1,240.00 American Express ▼

Proceed to Payment

[Collapse All](#)

Spring 2021 \$1,240.00 ^

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivable	BANK	1/11/2021 (Overdue)	\$1,240.00	\$ <input type="text" value="1,240.00"/>

Make a Payment

Review your payment information. Click the **Pay Now** button.

Payment Review
Review your Payment Information below

Payment Review

Payment Information

Item	Amount
Student Receivable	\$1,240.00
Total Payment Amount	\$1,240.00

Payment Method: American Express

Pay Now



Make a Payment

The next screen may take a few minutes to display the Official Payment website. If the Official Payment page does not display within 3-4 minutes, please click on the **Start Payment** button. Otherwise, continue to the next step. There will be FIVE Official Payment screens you must go through.

You are being redirected to a secure payment website. Click the Start Payment button if the redirect has not occurred automatically.

Start Payment

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Make a Payment

On the first Official Payment screen you need to:

1. Verify that the amount is correct
2. Enter your credit card information
3. Click **Continue**

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Payment Amount

1 \$ 1240 .00

Payment Method

New Card

2 **Card Number** **Expiration Date** **Security Code** [What is this?](#)

Cancel Please note you will not be charged until you Submit at end. **3** [Continue](#)

This page supports 128-bit SSL encryption as verified by DigiCert.

Make a Payment

On the second Official Payment screen:

1. Verify the Ending In card number
2. Verify the Amount
3. Click **Accept Terms**

NASH COMMUNITY COLLEGE Powered by **ACI PAYMENTS, INC.**

Nash Community College
Tuition & Fees TEST

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Review & Accept Terms

Payment Method	Amount
1 Ending in 0002	2 \$240.00

ACI Payments, Inc. Terms and Conditions:

THIS PAYMENT SERVICE IS SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS

Do not use or access this Website or Service if you do not agree to be bound by these Terms and Conditions

These Terms and Conditions ("Terms and Conditions") are in effect for all transactions processed through this payments website ("Website") on or after May 9, 2019, and apply to and govern your access to and use of this Website, the Service and all Alternative Channels. This payment processing service is offered to you on behalf of your Biller ("Service").

It is important to carefully review all Terms and Conditions below, including the provision concerning REFUNDS. These Terms and Conditions may be amended at any time. All amended terms shall be effective immediately after they are posted to the Website. By using this Website after such modifications are posted, you are agreeing to accept and comply with the Terms and Conditions as modified. These Terms and Conditions also apply to Service transactions, or Payments, made by or through any "Alternative Payment Channels" including those Payments Initiated, or completed through, Integrated Voice Response (IVR) systems, customer service representatives, telephone.

Printer Friendly

Back | Cancel

Please note you will not be charged until you submit at end.

Accept Terms **3**

Make a Payment

On the third Official Payment screen:

1. Verify your name and address
2. Enter your phone number **(required)**
3. Click **Continue**

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

- 1**: A red bracket on the left side of the form groups the Name, Country, and Address sections.
- 2**: A red box highlights the Daytime phone section, which includes radio buttons for "US/Canada" (selected) and "International", and input fields for area code (252), prefix (999), and extension (9999). A note below reads: "Note: Please provide area code and extension in case we need to contact you regarding your payment."
- 3**: A red box highlights the "Continue" button at the bottom right of the form.

The form contains the following text and fields:

Name: Jane S Doe Suffix

Country: United States

Address: 111 Nash CC Ave

Street Address 2:

Apartment or Suite Number:

Rocky Mount NC 27801

Daytime phone: US/Canada International
(252) 999 - 9999

Note: Please provide area code and extension in case we need to contact you regarding your payment.

Enter your email: jsdoe123@st.nashcc.edu jsdoe123@st.nashcc.edu

Back | Cancel

Please note you will not be charged until you Submit at end.

Continue

Make a Payment

On the fourth Official Payment screen:

1. Review all information
2. Click **Submit**

Payment Method	Amount
 Ending in 0002	\$240.00

Account Information	Name	Jane S Doe
	Street Address	111 Nash CC Ave
	City	Rocky Mount
	State	NC
	Zip code	27801
	Country	United States
	Daytime phone	(252) 999 - 9999
	Email	jsdoe123@st.nashcc.edu

[Back](#) | [Cancel](#)

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

1

2

Make a Payment

On the fifth Official Payment screen:

1. Wait while your payment is being processed.
2. Click **Continue** to complete the transaction.

Nash Community College
Tuition & Fees TEST

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Your payment is being processed.

1 

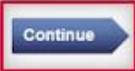
Please wait while your payment is being processed.

- In just a moment, we will display your printable digital receipt and confirmation number.
- If you do not receive a confirmation number, please do not reprocess your payment. To avoid multiple charges, please contact Customer Service at 800-487-4587 for assistance.
- If you do not see the animated bar on this screen, [click here](#).
- Do not use your browser's "Back" button.

It is recommended that you print this page for your records.

Your payment has been completed successfully. Thank you.

Please click continue.

2 



Confirmation Number	Date & Time
90222180	Wednesday, March 10, 2021 09:20AM ET

Payment Method	Amount
VISA Ending in 1111	\$240.00

Account Information	Name	Jane S Doe
	Street Address	121 Ashland Ave
	City	Rocky Mount
	State	NC
	Zip code	27801
	Country	United States

Make a Payment

The Payment Acknowledgement will display. Your payment is complete.

Payment Acknowledgement
Review the Details of your Payment below

Payment Acknowledgement
Thank you for your credit card payment of \$ 240.00.
It will be credited to your account.

Receipt Information

Receipt Number	Date/Time	Merchant	Payer
000199543	3/10/2021 9:20:30 AM	Nash Community College 522 N. Old Carriage Rd P O Box 7488 Rocky Mount NC 27804 252-443-4011	Jane S Doe

Account Payments

Account Holder	Account Type	Term	Description
0158961 Jane S. Doe	Student Receivable	Spring 2021	Payment on account

[Continue](#)