


# PayMyTuition Payment Plans Step-by-Step Enrollment Process

## Portal Login:

Log into the [Inside Alma portal](#) and access your [My Self-Service Account](#):

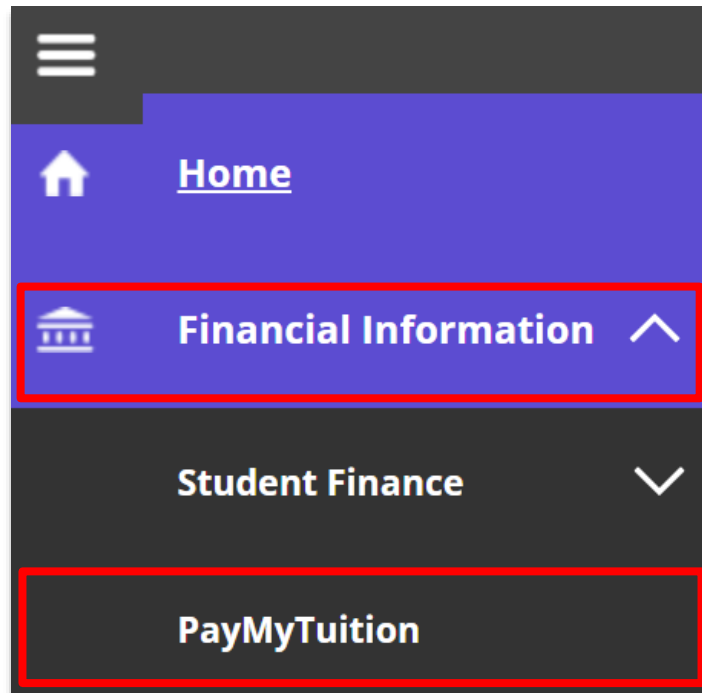


**ALMA COLLEGE**

Please sign in with your Alma account

## Navigate to PayMyTuition:

Once you have accessed your [My Self-Service Account](#), proceed to the **Financial Information** section within the sidebar panel and select the “PayMyTuition” tab:



## Redirect to the PayMyTuition portal:

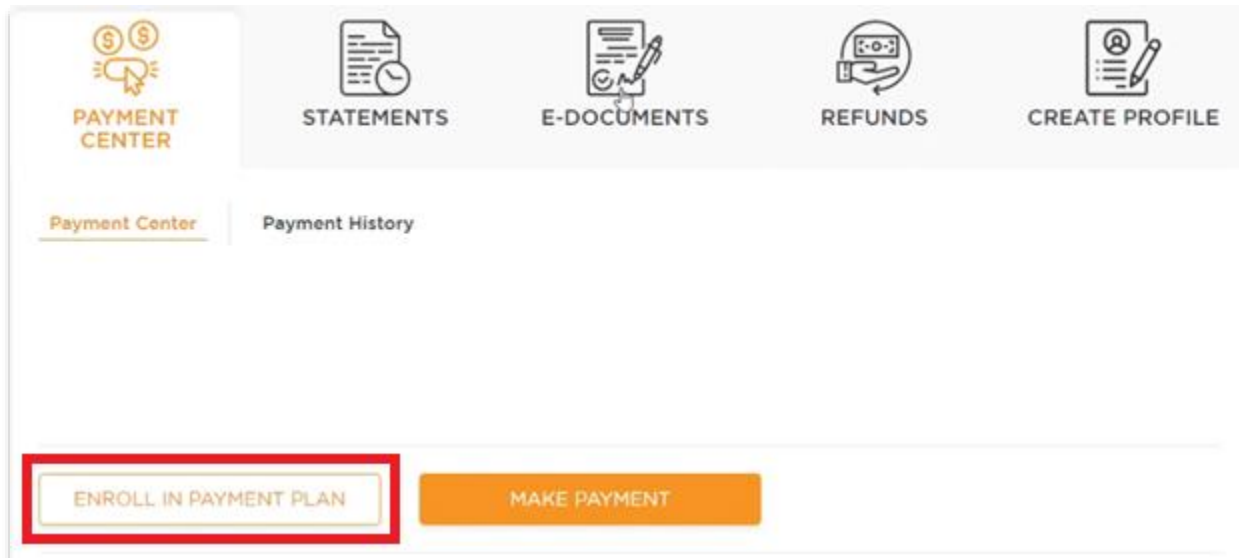
Next, click on the “PayMyTuition” banner to be redirected to the **PayMyTuition** portal:



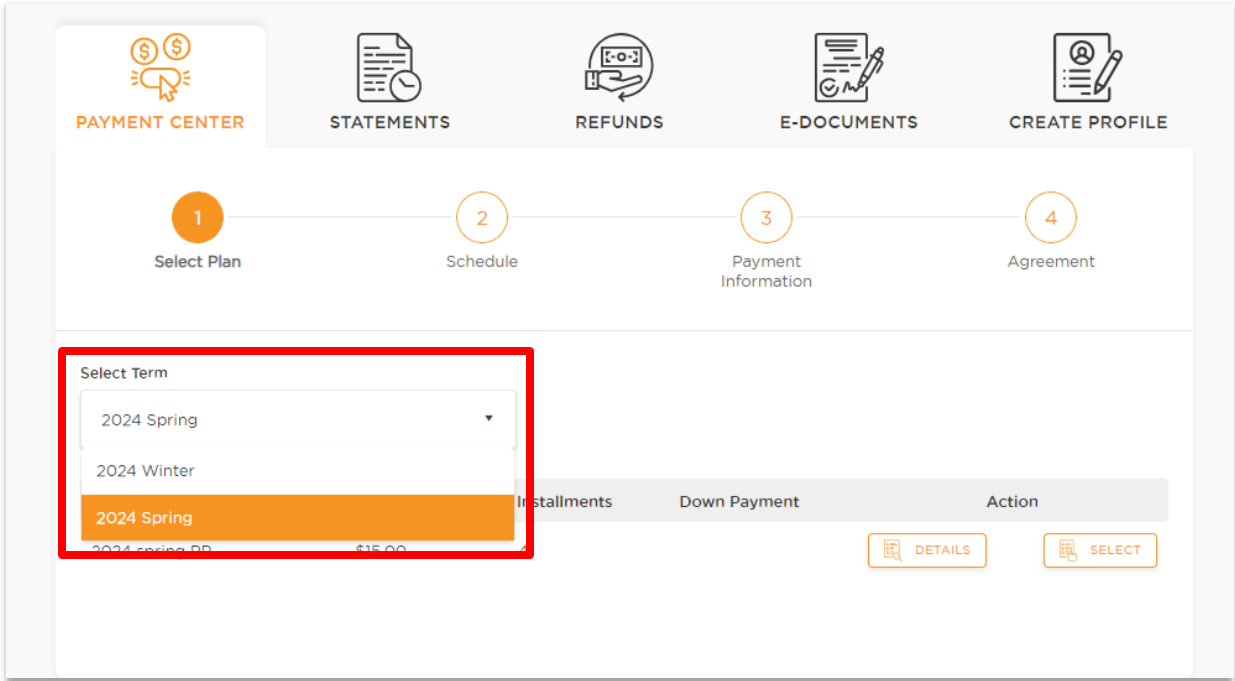
## Eligibility Check:

Once you are redirected to the PayMyTuition Portal, you will see "**ENROLL IN PAYMENT PLAN**" if you are eligible to enroll. Click on this option to begin the enrollment process.

If the "**ENROLL IN PAYMENT PLAN**" option isn't visible, contact Alma College's Financial Services Office at [financialservices@alma.edu](mailto:financialservices@alma.edu) or call 989-463-7144 to inquire about eligibility.



When enrolling in a Payment Plan, you may need to review available Terms and select the Term your Payment Plan is eligible for:



**Charge and Balance Review:**

Before enrolling, you can access a detailed breakdown of charges and see your existing balance. Make sure you're fully informed of all expenses before choosing a plan.

**Questions for the Alma College team?**

Contact Alma College’s Financial Services Office at [financialservices@alma.edu](mailto:financialservices@alma.edu) or call 989-463-7144

**Need Assistance? The PayMyTuition student support team is happy to help:**

Call 1.855.663.6839 (toll-free) or through one of their [local country contact numbers](#). You can also contact PayMyTuition Support at [support@paymytuition.com](mailto:support@paymytuition.com) or through their [support page](#).

No matter what time zone you are in, you will have a dedicated customer support team available to you through live chat, email, and phone to answer any of your questions and help you make your payment.

## Alma College Payment Plan: Frequently Asked Questions

### Are there any fees to participate in the Payment Plan?

You will be charged a \$35 enrollment fee when you sign up each semester. Our vendor also assesses a 2.75% convenience fee on credit card payments.

### How do I enroll in a Payment Plan?

Upon redirect from you're your [My Self-Service Account](#) into the PayMyTuition portal, locate your **Payment Center** and select **"ENROLL IN PAYMENT PLAN"**. You will be prompted to confirm the plan details and the amount you wish to budget. After you input your payment method, you can review your Payment Plan Agreement and finalize your plan.

### How can Authorized Users interact with the Payment Plan?

A plan can be initiated by either the student or by an Authorized User. Authorized Users can make payments on a plan that their student has set up. Banking information is confidential and only the user will be able to see and access this information. Multiple Authorized Users can enroll in the same student's payment plan.

### How do I make changes to or cancel my Payment Plan?

Students and their Authorized Users can make changes to their payment plan within PayMyTuition's **Payment Center**. You will be responsible for any balance due on your student account after your Payment Plan has been modified or canceled.

Students and Authorized Users will not be permitted to cancel their payment plan on their own. Please contact the Financial Services Office to request for your payment plan to be canceled.

### Are payments automatically withdrawn?

Yes. When you enroll, you will be required to enter either a checking/savings account or credit card number that will be used to automatically withdraw funds on your installment due dates. The payment method you choose will be used for all scheduled payments.

### Can I change my payment method after enrolling?

If you would like to switch from one checking/savings account to another or switch from a credit card payment to a checking/savings account, you can add a new payment method within PayMyTuition's **Payment Center**. You can do this under the "Profile" tab.