



# Como configurar un plan de pagos

*Nota: los planes de pago son solo en línea.*

## 1. Ingrese a su cuenta de ACC.

A screenshot of the AlamanceCC Self-Service login page. The page has a white background with a blue border. At the top, it says 'AlamanceCC Self-Service'. Below that are two input fields: 'User name' with the text 'username123' and 'Password' with a masked password '.....'. There is a link for 'Forgot your user name?' and a blue 'Sign In' button at the bottom.

## 2. Haga clic en la pestaña Finanzas Estudiantiles.

A screenshot of the 'Hello, Welcome to Colleague Self-Service!' page. The page has a light gray background. At the top, it says 'Hello, Welcome to Colleague Self-Service!' and 'Choose a category to get started.' Below that is a list of categories. The first category is 'Student Finance', which has a green circular icon with a white dollar sign. The text next to it says 'Student Finance' and 'Here you can view your latest statement and make a payment online.'

## 3. Haga clic en “Hacer un Pago”.

Account Overview		
Amount Overdue	\$ [REDACTED]	
Total Amount Due	\$ [REDACTED]	<a href="#">Make a Payment</a>

## 4. Haga clic en el botón “Continuar al centro de pago”.

*You are moving to the...*

### Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

## 5. Log in by using username and password. *Nota: Asegúrate de estar usando esta barra: \.*

Retrieve, E-Forms, Anthology  
, SimCapture and Self-Service

Login with your ACCess username preceded with acc\ Ex.  
acc\yourusername123

[Sign in](#)

## 6. Haga clic en botón verde para “Hacer un Pago”.

Student Account	ID: [REDACTED]
Balance	\$ [REDACTED]
<a href="#">View Activity</a> <a href="#">Make Payment</a>	

## 7. Ingrese la información para completar la configuración del plan de pago.

Account Payment

 Amount       Method       Confirmation       Receipt