HOW TO PAY YOUR TUITION ONLINE

Before beginning the payment process, please review, the helpful hints at end of document

1.   Login to MyTNCC > <u>VCCS SIS: Student Information System</u> > Self-Service > Student Service Center

2.   From the Student Service Center page, click on "<u>Make a Payment</u>". This will open the student portal to access the enterprise account.

<u>Please Note:</u> The very first time logging in, the following page will open.
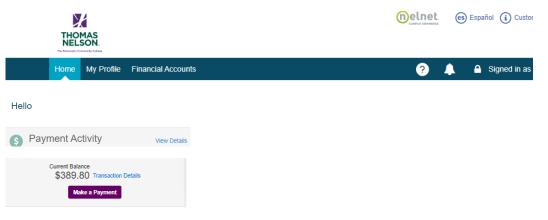
After clicking the "Submit" button, the following page will be presented requesting a 4 digit pin number be created. *The 4 digit PIN is used to verify identity when phoning the customer service call center.*

Review Items

The following item(s) require your attention before proceeding.

Create A 4-Digit PIN To Continue

The 4-Digit PIN will be used to validate your identity when you make inquiries by telephone. Choose something you will easily remember.

*4-Digit PIN:

OK

Once the 4 digit PIN has been entered, select the "OK" button, and your home page will be displayed

3. Once on the home page, the balance owed will be displayed.

THOMAS NELSON.
The Peninsula's Community College

nelnet CAMPUS COMMERCE   (es) Español   (i) Custor

Home   My Profile   Financial Accounts   ?   🔔   🔒 Signed in as

Hello

$ Payment Activity   View Details

Current Balance
$389.80 Transaction Details
Make a Payment

4. To make a payment, Select the Make a Payment Button.

THOMAS NELSON.
nelnet   (es) Español (i) Customer Service

Home   My Profile   Financial Accounts   🔔   🔒 Signed in as Cindy   ⬅

Make A Payment
Cindy Student ID: 12373   ① Select A Payment   ② Payment Method   ③ Receipt

Want to designate another payer?

Select Accounts to Pay

ACCOUNT	TERM	CURRENT BALANCE	PAYMENT AMOUNT
✔ Charges ●	Fall 2020	389.80	$ 50.00

● $389.80 Eligible for Payment Plan
Set up a Payment Plan

PAYMENT AMOUNT $50.00

Cancel   Next - Payment Method

5. Next enter the amount of payment, then click on Next – Payment Method Button and select payment method

THOMAS NELSON.
nelnet   (es) Español (i) Customer Service

Home   My Profile   Financial Accounts   🔔   🔒 Signed in as Cindy   ⬅

Make A Payment
Cindy Student ID: 12373   ① Select A Payment   ② Payment Method   ③ Receipt

Payment Method
○ VISA ending in 1111
○ International Payment
or Add a New Account

Payment Method Disclosure

Card Transactions for Thomas Nelson
Community College are Processed Through
Nelnet Campus Commerce, USA

Nelnet Returned Payment Fee Policy

Cancel

If using an e-check/bank account, you can click on the *next to the Routing number or Account Number box, instructions are provided on where to locate the routing number and account number on a check.*

If you wish to save this payment profile for future payments, select the box above the **Save & Continue** *button.*

6. Next verify the information and then click on the Pay Now Button at the buttom of the page.

7. Click on Proceed to Home Button to see the balance has been reduced by the payment made.

If assistance is needed, click the Customer Service Link

HELPFUL HINTS:

1. Before making a payment, verify that your User Preferences are set to Thomas Nelson Com College by following the directions below.

   Login into MyTNCC select VCCS SIS: Student Information System > Self Service > Campus Personal Information > User Preferences. Verify that Thomas Nelson Community College has been selected from the Institutional field drop down box, then the green save button.

2. If you are using a mobile device to access your student account to make a payment and are having difficulties, please try using a computer or laptop. Not all mobile devices are compatible with the payment function.
3. When making a payment ensure your popup blocker has been disabled.