# WELCOME CARDINALS!



PAYMENT PLAN, ONLINE PAYMENT & ELECTRONIC REFUND INSTRUCTIONS Update 79/2024

#### How to set yourself up for a Payment Plan

1. Log in to your MyCardinalConnect select "Financial Information" then select "Student Finance"



2. From there you will select under the "Student Finance" tab, then "Make a Payment"





- 3. Then select " Continue to Payment Center"
- 4. From there you will be redirected to a secured payment portal at the top you should see a tab that says "Payment Plans"

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My Account Make Payment Payment Plans	Refunds Help
ouncement	Student Account
	Balance
elcome to My rdinal Connect Ident Account Ichnet Portal	View Activity Enroll in Pa

5. Select the "Payment Plans" tab then you will be redirected to a new page. On this page select "Enroll Now" and then follow the steps.

k	Connect				
*	My Account	Make Payment	Payment Plans Refund	is Help	
			Payment	t Plans	
			You are not yet e There are active p	Prian History  rrolled in a payment plan for the current term.  plans for which you may be eligible to enroll.  Enroll Now	

#### How our payment plans work.....

- 1. At the time of enrollment you will pay a \$25.00 set up fee and a specified percentage down depending on the date of enrollment. You have the option to choose a **MONTHLY** or **BI-WEEKLY** installment plan.
- 2. It will then take the remaining balance and break that into AUTO DRAFTED payments with SET PAYMENT DATES.
- 3. Your payment plan can recalculate at any time if any charges are removed or added to your account which would cause an increase/decrease in payment date amounts.
- 4. Payment made outside of the set payment dates (i.e. self-payments, financial aid, sponsorship) will be applied sequentially. This means that the payment will be applied towards the first installment, then the second installment, up until the balance is zero.
- 5. Our payment plans are set up to be AUTO DRAFTED on the SET DATES, and these dates cannot be changed.

### Trinity Valley Community College Online Payments

- 1. Go to:https://mycardinalconnect.tvcc.edu/
- 2. Enter Username and Password



3. Click on "Student Finance" under Financial Information

≡		TTV GC	A desiree.craig	€→ Sign o		
A	Home	Hello, Welcome to Colleague Self-Service! Choose a category to get started.				
<u>ش</u>	Financial Information \land					
	Student Finance	Student Finance     Banking Information     Here you can view your latest statement and make a payment online.     Banking Information     Here you can view and update your banking info	rmation.			
	Account Summary	Employee Course Catalog				

4. An Account Summary will appear showing the balance owed for the student. If you want to view more detailed information about the charges, select the link "Account Activity" next to the Total Account Balance amount. If you want to make a payment in full or set up a payment plan, click the link "Make a Payment".

		A desiree.craig	〔→ Sign out	⑦ Help
Einancial Information + Student Einance + Account Summary				
Account Summary View a summary of your account				
Account Overview				
Amount Overdue	\$0.00			
Total Amount Due	\$0.00		Make a	a Payment
Total Account Balance	\$0.00		Account	nt Activity

 On the next screen select "Continue to Payment Center" which will open a new tab on the TouchNet payment website.



6. You will be able to see current charges as well as any financial aid applied with an overall balance. You can again select to view activity for more detailed information on charges, enroll in payment plan (if available), or click "Make a Payment" to pay the balance due in full (partial payments are NOT accepted).

	Logged in as: Desiree L Craig   L		
My Account Make Payment Payment	Plans Help		
Announcement	Student Account	ID: xxx8463	My Profile Setup
Welcome to My	Balance	\$0.00	Authorized Users
Cardinal Connect Student Account		View Activity Make Payment	Personal Profile
Touchnet Portal			Payment Profile

7. From here, follow the prompts to complete your payment. You can select a specific term if you have charges from multiple semesters, you will select your payment method (Mastercard, Visa or Discover accepted online), and then receive payment confirmation and print your receipt if needed. All payments made through the Colleague system (whether online or in person) will automatically generate a receipt email to the student email address on file.

					Logged in as: Desiree L Craig   Lo
A My Account Make Payment Payme	ent Plans Help				My F
	Account Payment				
	Amount	Method	Confirmation	Receipt	
	Payment Date 6/25/19 Pay by term				
	Memo			Payment Total: \$0.00	
				Continue	

## **Helpful Hints**

\*\*Mozilla Firefox and Google Chrome browsers work best with this process. If you are having trouble with payment processing, please verify that you are using one of these internet browsers and that you have pop-up blocker turned OFF.

\*\*\*If you encounter problems logging in to the TouchNet site, please try clearing your browser history and internet cookies and then starting the process from the beginning.

#### Instructions to sign up for Electronic Refunds

#### To enter your banking information for any type of refund, ie financial aid disbursements, tuition & fee refunds, and/or room & board refunds, please follow these steps.

1. Go to https://mycardinalconnect.tvcc.edu/

sı	GN IN
U	sername se only lowercase characters
P	sssword
	Remember me on this computer
	After a successful sign in, we use a cookie in your browser to track your session. You can refer our Cookie Policy for more details.
	By signing in, you agree to our Privacy Policy
	SIGN IN

2. Select Student Finance. DO NOT select Banking Information

	enouse a category to be sources					
	0	Student Finance Here you can view your latest statement and make a payment online.	5	Financial Aid Here you can access financial aid data, forms, etc.		
'	2	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.		

3. Then, select "Make a Payment". You will be directed to the Secure Payment Center.

Account Overview		
Amount Overdue	\$0.00	
Total Amount Due	\$0.00	Make a Payment
Total Account Balance	\$0.00	Account Activity

4. Select Continue to Payment Center





6. Before setting up your Refund Profile, you will be required to enroll in Two Step Verification. Click on Security Settings to set this up.

e	eRefunds
e	Refunds puts money in your account FAST! Io more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.
T te	hank you for setting up your electronic refund. You will not have to set this up each semester. Note: You are responsible for keeping this information up to date o ensure that your refund is processed in a timely manner.
	Current Refund Method
	You must enroll in <b>(Iwo-Step Verification 1)</b> add a Refund Method. Please proceed to <b>Security Settings</b> in My Profile to enroll.

7. Set up Two-Step Verification with either a mobile number or active email address. It will send you a passcode, that you MUST enter before completing the refund account setup.

**NOTE:** To avoid delays, only enter the mobile number or email address that you have access to.

Personal Profile Payr	nent Profile	Security Settings			
Two-Step Verification	on Enrollme	ent			
Primary Method					
Please select how you would	ike to receive a p	asscode.			
Text message to existing or	new mobile num	ber			
New mobile number			AT&T	Send Code	
<ul> <li>Email message to existing on the second secon</li></ul>	or new email addr nload Google's A	ess uthenticator app from t	the App Store (IOS) o	or GooglePlay (Android))	
Personal Profile Payment Profile	Security Setting	s			
Two-Step Verification Enro	Iment				
Primary Method					
Please select how you would like to receiv	e a passcode.				
Text message to existing or new mobile	Text message to existing or new mobile number				
New mobile number	9036814286	Verizon PCS 🔹	Send Code		
Verify passcode	260190		Cancel Resend Code	Verify	
A message with your passcode has bee	n sent, please verify.				

8. Once you have entered your passcode and clicked verify, you will need to go back to the Electronic Refund page. You are now ready to enter your Refund Account Information.

eRefunds	
eRefunds puts money in your account FAST! No more trips to the bank or waiting for a paper check. Direct Deposit is the secure and convenient way to get your refund.	
Thank you for setting up your electronic refund. You will not have to set this up each semester. Note: You are responsible for keeping t to ensure that your refund is processed in a timely manner.	his information up to date
Current Refund Method	
A Direct Deposit account for refunds has not been set up.	Set Up Account

 This step, allows you to enter you Refund Account Information. *Please* be sure to enter the correct routing and account numbers and DO NOT enter debit card numbers. Then click continue.

Account Information		Billing Information	
* Indicates required fields		*Name on account:	
You can use any personal checking or savings account. Do not enter other accounts, such as corporate		*Billing address:	
account numbers, credit cards, home equity, or traveler's checks.		Billing address line two:	
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number		*City:	
as found on a personal	check.	*State:	Select State
*Account type:	Select account type	*Postal Code:	
*Routing number: ( <b>Example</b> )			
*Bank account number:		*Save payment method as: (example My Checking)	
		Set as your preferred pay choose a different payme submitting any payment.	vment method. You can ent method prior to

- 10. The new pop-up will summarize the information you entered and as long as it is correct and you understand the terms, check off the box for "I Agree" and click "Continue." You can also print the agreement if you'd like.
- 11. "Your new ACH refund account has been saved" should appear indicating you have successfully created your TouchNet account.



Trinity Valley Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For questions or concerns regarding discrimination based on disability, contact: ADA/Section 504 Coordinator, 100 Cardinal Drive, Athens, TX 75751, 903-670-2068, disability@tvcc.edu. For all other questions or concerns regarding discrimination, contact: Director of Human Resources/Title IX Coordinator, 100 Cardinal Drive, Athens, TX 75751, 903-675-6215, humanresource@tvcc.edu.