



HOW TO MAKE ONLINE PAYMENTS

WSSC Cashier Office

WS.EDU HOME PAGE



Start by selecting MyWS and Logging In.

MYWS HOMEPAGE



- Once Here you will see this menu of options on your screen.
- You want to select the middle button with the Wallet Icon-Pay Tuition.
- A new window will pop-up or you may have to select continue depending on your browser security settings.

NOW YOU ARE IN THE PAYMENT PORTAL HOME PAGE

Here you can view all things related to your account.

- Balance
- Activity
- Making payments
- Enrolling in payment plans

You can also set-up

- Direct Deposit
- Authorized Users
- Payment Profile

The screenshot shows the Payment Portal Home Page with a navigation bar at the top containing: Home, My Account, Make Payment, Payment Plans, Refunds, and Help. The main content area is divided into several sections:

- Announcement:** A grey box containing a welcome message: "Welcome to your Student Account Center! Here you can view your College bills and recent account activity as well as make payments and store electronic payment/refund profiles. In addition, you can set up your parents or guardians to access your bills and make payments on your account. Check *Senators Mail* often (not eLearn) for notices concerning bills, payment deadlines, financial aid / institutional refunds, direct deposit, etc." Below this is a "Fall 2020 Fee Payment Calendar" section with a "Payment deadline - 4:00pm, Wednesday, August 12" and a link to "Receive your refund electronically. Create a profile by clicking Electronic Refunds under My Profile Setup." A blue arrow points from the text "It is important to check any alerts or announcements on this page." to this section.
- Student Account:** A white box showing a balance of "\$0.00" and buttons for "View Activity" and "Make Payment".
- My Profile Setup:** A grey box with a list of options: Authorized Users, Personal Profile, Payment Profile, Security Settings, and Electronic Refunds. Blue arrows point from the "View Activity" and "Make Payment" buttons in the Student Account section to the "Authorized Users" and "Payment Profile" options in the My Profile Setup section. Another blue arrow points from the "Electronic Refunds" option to the "Receive your refund electronically..." link in the Announcement section.
- Term Balances:** A grey box at the bottom right.

A yellow banner at the top of the main content area says: "To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page."

It is important to check any alerts or announcements on this page.

OPTIONS TO PAY

You now see you have a balance. You have 2 options:

1) Pay Balance in Full

You can do so by clicking the “Make Payment” green button

2) Enroll in Payment Plan

You can do so by clicking the “Enroll in Payment Plan” pink button



PAYING BALANCE IN FULL

Account Payment



Amount



Method



Confirmation



Receipt

Payment Date

7/22/20



Pay by term

Fall 2020

\$2,243.50

2,243.50

Payment Total: \$0.00

Personal Note

Continue

After selecting the Green “Make Payment” Button the screen will then change to allow you to go step by step to complete your payment.

Please make sure the correct term is displayed and selected.

Your amount is automatically your balance due. You can enter a different amount. However, the full balance **MUST** be paid by the purge deadline.

**** If you are not prepared to pay in full by purge date, please choose Enroll in Payment Plan in previous step. (Pink Button on Home Screen)**

Then click Continue at bottom of page.

FINISHING YOUR PAYMENT

After selecting continue the next set of screens will be the steps to entering your payment and receiving confirmation.

Methods of Payment Include:

Credit or Debit Card

-Visa, Master Card, and Discover

Electronic Check

-Payments will be deducted from a checking or savings account (have your bank account and routing number available)

Then click Continue to proceed and complete payment.

Account Payment

Amount Method Confirmation Receipt

Amount \$2,243.50

Method

Back Cancel Continue

Electronic Check - Payments can be made from a personal checking or savings account.

Debit and Credit Card - We accept the following credit and debit cards.

VISA MASTERCARD DISCOVER

CONFIRMATION

Once you have entered your payment information you will then come to your confirmation screen.

You may print this page. Some students take a picture of screen to serve as their receipt.

You will also receive email notification for your payment. It is VERY important to check your [Senators Mail](#). All communications will come thru this portal.

OPTION 2-ENROLLING IN PAYMENT PLAN

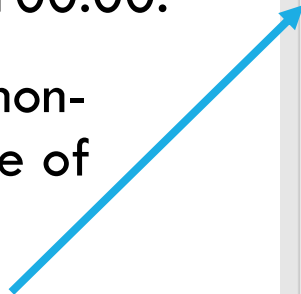
If you are not ready to pay in full that is okay! We have an easy deferred payment plan.

The Chart shows the different requirements and/or options based on the date of Payment Plan enrollment.

Balance must be greater than \$100.00.

A \$25.00 one time service fee (non-refundable) will be added at time of enrollment to the down payment.

Please make sure you are enrolled prior to the 4:00 pm fee payment deadline!



Deferred Payment Plan

Available: July 14 – 4:00 pm on September 1

\$25.00 Service fee (non-refundable). \$100.00 Minimum tuition/fee balance due.
Set up through [MyWS](#) or see a cashier located on a WSCC Campus

Payment plan MUST be set up prior to fee payment deadline to confirm enrollment.

Set up Payment Plan	Down Payment Required	Number of Installments	Installments Due
July 14 – Aug 5	25%	3	Sep 4, Oct 5, Nov 5
Aug 6 – Aug 23	25%	2	Oct 5, Nov 5
Aug 24 – Sept 1	50%	2	Oct 5, Nov 5

**Note: Spring 2021 registration opens November 2.
Students in good financial standing are allowed to register.**

START AT YOUR HOME ACCOUNT SCREEN

My Walters State Logged in as: Sarah Student | Logout

My Account Make Payment Payment Plans Refunds Help

Announcement

Welcome to your Student Account Center!
Here you can view your College bills and recent account activity as well as make payments and store electronic payment/refund profiles. In addition, you can set up your parents or guardians to access your bills and make payments on your account.

Check **Senators Mail** often (not eLearn) for notices concerning bills, payment deadlines, financial aid / institutional refunds, direct deposit, etc.

Fall 2020

Fee Payment Calendar

Confirm your enrollment by paying ALL tuition/fees or successfully enrolling in a tuition payment plan by the fee payment deadline.

Payment deadline - 4:00pm, Wednesday, August 12

Receive your refund electronically. Create a profile by clicking Electronic Refunds under My Profile Setup.

Student Account ID: xxxxxxxx

Balance \$1,635.00

View Activity **Enroll in Payment Plan** Make Payment

My Profile Setup

- Authorized Users
- Payment Profile
- Consents and Agreements
- Electronic Refunds
- Notifications

Term Balances

Fall 2017	\$1,635.00
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After viewing your balance you will want to select “Enroll in Payment Plan” Button. (Often this button is a pink color)

If you don't see this option, please contact the Cashier Office at 423-585-2626.

ENROLLMENT IN PAYMENT PLAN

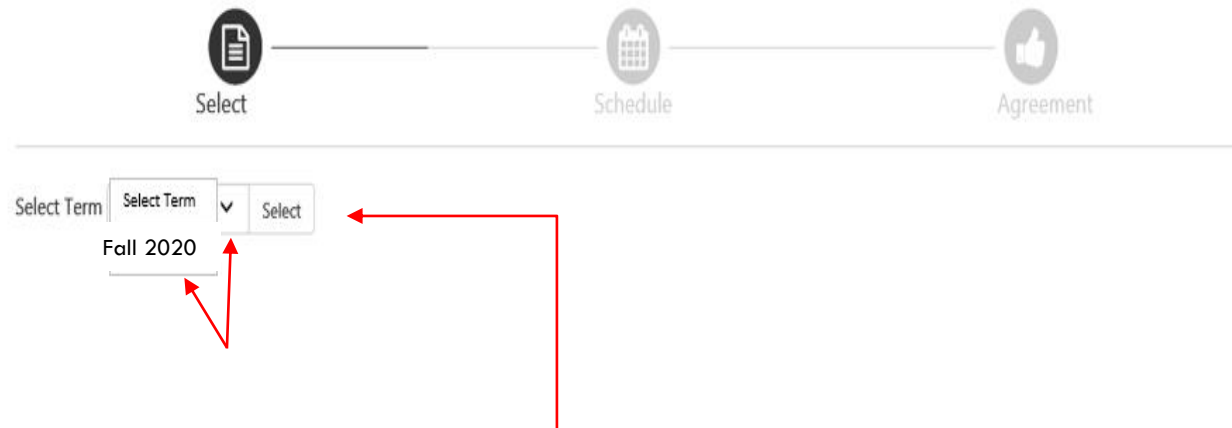


My Walters State

Logged in as: Sarah Student | Logout

My Account Make Payment Payment Plans Refunds Help My Profile

Payment Plan Enrollment



You will first select your term from the drop down then click select to continue.

AVAILABLE PLANS

-REMEMBER THE CHART OF DATES AND OPTIONS?
THIS IS WHERE THAT WILL BE REFLECTED.

The plans currently available for enrollment will appear.

Clicking the details buttons will display all the information about that plan. IE Down payment, due dates, number of installments, scheduling of payments, set up fee, etc.

Select your plan by clicking the action button in green.

Payment Plan Enrollment

Select Term:

Plan Name	Setup Fee	Required Down Payment	Installments	Action
Fall 20 25%DP 3 install due 5th	\$25.00	25%	3	<input type="button" value="Details"/> <input type="button" value="Select"/>

Fall 20 25%DP 3 install due 5th

Fall 2020 25%DP 3 install due 5th

Term(s):	Fall 2020
Enrollment deadline:	8/5/20
Scheduled payments:	Optional
Setup fee:	\$25.00
Eligible charges and credits:	\$2,243.50
Required down payment:	\$560.88
Due at enrollment:	\$585.88
Number of payments:	3
Installation payments:	\$560.87
Payment frequency:	Fixed Dates

ENROLLING IN YOUR SELECTED PLAN

Please read all messages at the top of the page before you continue.

You will see here a listing of your current tuition and fees that make up your balance.

In the right column you will see your Payment Schedule for the plan you have selected.

You will find the system auto populates the amount you will be required to pay based on your plan.

You may want to pay more on your account. Simply type in your additional payment in the box then select "Update Schedule" button that will appear.

If this amount is what your are wanting to pay, then you can move on to Setting Up Automatic Payments.

Automatic Payments are a simple way to create a recurring payment for your plan. This way your payment will be made on time without you having to go thru the payment process again. They are scheduled to pay at 12:30 AM on the due date(s).

Then click Continue to proceed.

Payment Plan Enrollment



Select



Schedule



Agreement

Fall 20 25%DP 3 install due 5th

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Plan Description

Fall 2020 25%DP 3 install due 5th

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	2,179.00	
Fees	64.50	

Balance: 2,243.50

Required down payment

Additional down payment

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$0.00**

Description	Due Date	Amount(\$)
Setup fee	Due now	25.00
Down payment	Due now	560.88
Installment 1	9/4/20	560.87
Installment 2	10/5/20	560.88
Installment 3	11/5/20	560.87

Total of installments: 1,682.62

Total due now: 585.88

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back

Cancel

Continue

ADDING YOUR PAYMENT

Payment Plan Enrollment



Select



Schedule



Payment



Agreement

Message displayed if selected automatic payments

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Message displayed if did not select automatic payments

- You must pay the plan fees before enrollment can be processed.
- You will be responsible for making installment payments on time, through this system, in person, or via mail.

Amount \$585.88

Method

Back

Cancel

Continue

Electronic Check - Payments can be made from a personal checking or savings account.

Debit and Credit Card - We accept the following credit and debit cards.



Now let's complete the payment!

Based on if you selected auto pay you will see one of the 2 messages seen here.

Now select your method from the drop down menu.

- Methods of Payment Include:
 - Credit or Debit Card
 - -Visa, Master Card, and Discover
 - Electronic Check
 - -Payments will be deducted from a checking or savings account (have your bank account and routing number available)

*Any Previously Saved Methods of Payment will also be made available in the drop down.

SAVING YOUR PAYMENT METHOD

Option to Save

Save this payment method for future use

Save payment method as:
(example My CreditCard)

Now that you have selected your payment method you will have the option to save it for future use.

If you enrolled in automatic payments this is the account you will use for the remaining payments.

It is **VERY** important to keep your account information up to date. If you receive a new card or change accounts please log in and update your information so that your payments will continue to process.

It is also important to check your [Senator's Mail Account](#)! Any information will be sent to this email.

5 days prior to dues dates an email reminder will be sent to help notify you of upcoming payments.

Now you are ready to click Continue.

PAYMENT PLAN AGREEMENT

-This is an example of the full agreement. Now lets look at some key areas.

Payment Plan Agreement

- You must scroll through the full agreement and select "I agree" to continue.
- Your card information has been saved.
- By agreeing and continuing, you will also be submitting a payment today of \$433.75 as a part of your enrollment.

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$25.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$1,226.25
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$1,251.25

Today's payment amount:	\$433.75
Today's payment date:	03/01/2018
Credit card type:	Visa
Card account number:	XXXXXXXXXXXX1111
Name on card:	Sarah Student
Card expiration date:	03/19

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, **Sarah Student**, understand that I have scheduled my 3 installment payments and these payments will automatically be processed on the due dates specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$25.00. I also understand that failure to meet the terms of this agreement may entitle **Walters State Community College** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$408.75 due on 8/20/18.**

Installment 2 in the amount of **\$408.75 due on 9/20/18.**

Installment 3 in the amount of **\$408.75 due on 10/22/18.**

This agreement is dated Thursday, March 1, 2018.

For fraud detection purposes, your internet address has been logged:

198.161.166.124 at 3/1/18 6:30:50 PM EST

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact **Cashieroffice@ws.edu.**

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

THE PAYMENT PLAN AGREEMENT

Read All Messages at the top carefully.

You **MUST** go all the way thru the plan in order to continue and complete.

You will see a snapshot of your plan and the payment method you have provided.

Payment Plan Agreement

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Please read the following agreement carefully before you continue.

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Finance Charge	The dollar amount the credit will cost you, including all fees.	\$25.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$1,226.25
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	\$1,251.25

Today's payment amount:	\$433.75
Today's payment date:	03/01/2018
Credit card type:	Visa
Card account number:	XXXXXXXXXXXX1111
Name on card:	Sarah Student
Card expiration date:	03/19

THE PAYMENT PLAN AGREEMENT CONTINUED...

This is a great tool because it gives you the breakdown of your plan with amounts due and the dates.

Many students will take a picture of this with their phone and set it as a reminder in their phone.

Then you must check the box to agree to the terms of the payment plan.

You can also print a copy of the agreement and worksheet.

When complete click "Continue."

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

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To revoke this authorization agreement you must contact **Cashieroffice@ws.edu**.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I agree to the terms and conditions.

Print Worksheet

Print Agreement

Back

Cancel

Continue

YOUR PAYMENT PLAN RECEIPT

You will also receive a confirmation to your Senators Mail. It is VERY IMPORTANT to make sure your payment processed prior to the purge!

Please read all messages carefully before continuing.

Payment Receipt

- Thank you, your payment was processed successfully.
- Your enrollment in Fall 2017 25DP 20th was processed successfully.

Payment Confirmation

Payment date:	3/1/18
Payment Time:	18:35:13
Name of Payee:	Sarah Student 500 S. Davy Crockett Pkwy Morristown, TN 37813
Name on card:	Sarah Student
Account number:	XXXXXXXXXXXX1111
Amount paid:	\$433.75
Description:	Student Account Payment
Student name:	Sarah Student
Confirmation Number:	20180301000001 <173511>

Card not present for this transaction. Please print this page for your records.

RETURNING BACK TO YOUR HOME SCREEN

This is how your home screen will appear after you have enrolled in the payment plan.

You may easily view:

- * Upcoming payments and dates.
- * Balances by Term

Please Note:

It is important to remember if your account balance changes, your future installment amounts will adjust according.

Example: If you drop a class during a refund period, the reversal of fees will apply to your remaining payment plan balance due and may only reduce your future installment amounts, not entitle you to a refund of reversed fees.

Student Account	ID: xxxxx0803		
Balance	\$1,702.12		
View Activity Make Payment			
Payment Plans			
Fall 20 25%DP 3 install due 5th	\$1,702.12		
Description	Due Date	Amount	Action
Installment 1 of 3	9/4/20	\$567.37	
Installment 2 of 3	10/5/20	\$567.38	
Installment 3 of 3	11/5/20	\$567.37	
Balance Not Included in Plan			\$0.00

YOU ARE NOW ALL SET AND CAN AVOID THE DREADED PURGE!

The Walters State Cashier Office thanks you for taking the time to view this information. If you still need help or have any questions you may contact our office by phone at 423-585-2616 or by email at cashieroffice@ws.edu. We will be happy to assist you!

Have a wonderful semester!!

thank you!