

Accessing FACTS Payment Plan

Log in to “My SSC” portal.

Click on “WebAdvisor for Students”

The screenshot shows the My SSC portal interface. On the left is a 'Campus Announcements' section with two items: 'Check out our Upcoming Open Houses!' dated JUL 9 at 8:56 AM, and 'Counseling Services at the Oak Forest Center' dated JUL 31 at 12:30 PM. On the right is the 'WebAdvisor Self-Service Menu' with a dropdown arrow. The menu lists four options: 'WEBADVISOR FOR STUDENTS', 'WEBADVISOR FOR FACULTY', 'WEBADVISOR FOR EMPLOYEES', and 'WEBADVISOR FOR ADVISORS'. A large red arrow points to the 'WEBADVISOR FOR STUDENTS' option. To the far right is a 'Latest Video' section showing a video thumbnail of Sandra Bein.

Click on “Student Financial Info.”

This screenshot shows the 'WebAdvisor Self-Service Menu' expanded. The 'WEBADVISOR FOR STUDENTS' option is selected and highlighted in blue. A large red arrow points to the 'Student Financial Info' link within this menu. Other links visible are 'Financial Aid', 'Student Communication', and 'Registration'. The 'Campus Announcements' section on the left is identical to the previous screenshot. The 'Latest Video' section on the right shows a video thumbnail of Sandra Bein.

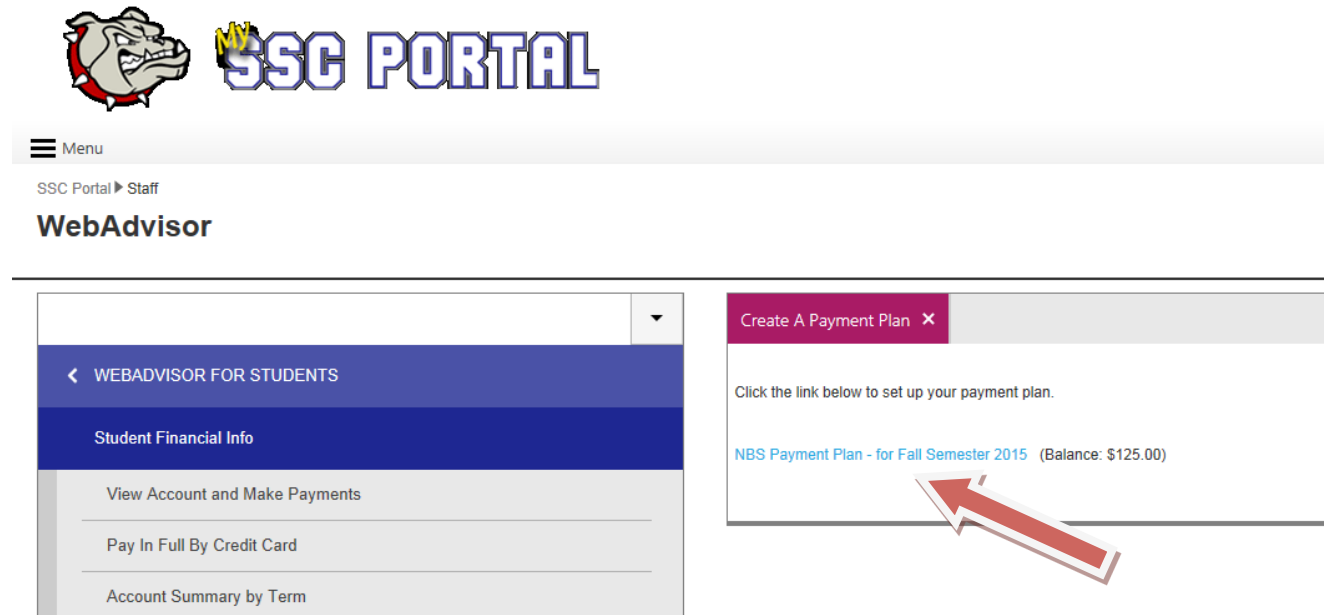
Click on “Create A Payment Plan”

This screenshot shows the 'WebAdvisor Self-Service Menu' expanded further. The 'Student Financial Info' option is selected and highlighted in blue. A large red arrow points to the 'Create A Payment Plan' link at the bottom of the expanded menu. Other links visible under 'Student Financial Info' are 'View Account and Make Payments', 'Pay In Full By Credit Card', and 'Account Summary by Term'. The 'Campus Announcements' section on the left now includes a third item: 'Free Adult Ed and ESL Classes Coming to Oak Forest Center in September' dated JUL 24. The 'Latest Video' section on the right shows a video player for Sandra Bein.

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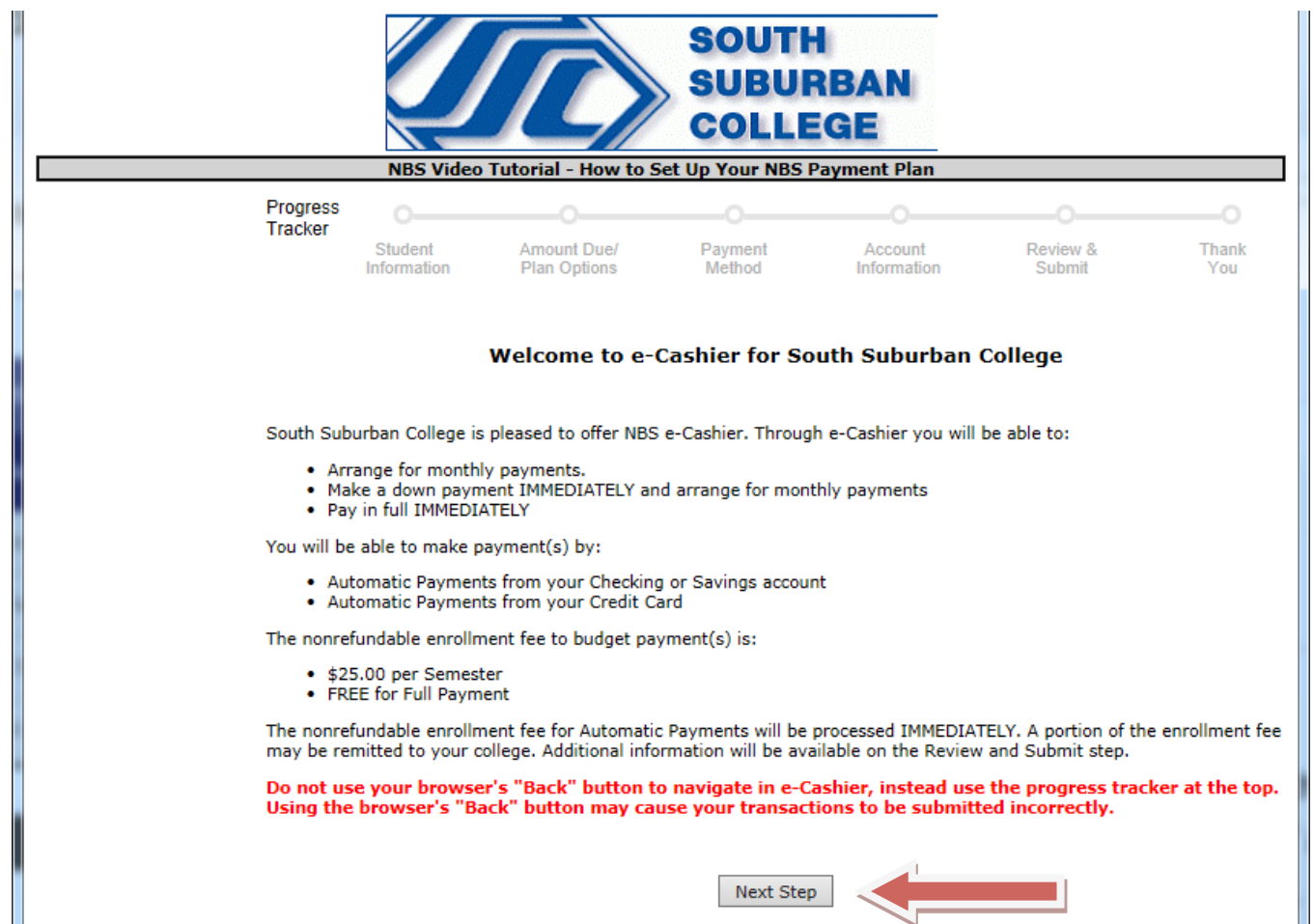
Verify tuition amount is correct.

Click on "NBS Payment Plan" link for the current semester.



The image shows the SSC Portal WebAdvisor interface. At the top left is the SSC logo (a bulldog) and the text "SSC PORTAL". Below this is a "Menu" button and the text "SSC Portal ▸ Staff". The main heading is "WebAdvisor". On the left is a sidebar with a blue header "WEBADVISOR FOR STUDENTS" and a "Student Financial Info" section. The sidebar contains links: "View Account and Make Payments", "Pay In Full By Credit Card", and "Account Summary by Term". On the right, there is a "Create A Payment Plan" button with a close icon. Below it, a message says "Click the link below to set up your payment plan." and a link "NBS Payment Plan - for Fall Semester 2015 (Balance: \$125.00)". A large red arrow points to this link.

The screen below will pop up. Please read carefully. Click on "Next Step" and follow on-screen instructions to complete payment plan agreement.



The image shows a video tutorial screen for South Suburban College. At the top is the college logo and the title "NBS Video Tutorial - How to Set Up Your NBS Payment Plan". Below the title is a "Progress Tracker" with six steps: "Student Information", "Amount Due/ Plan Options", "Payment Method", "Account Information", "Review & Submit", and "Thank You". The first step, "Student Information", is highlighted. Below the tracker is the heading "Welcome to e-Cashier for South Suburban College". The text says: "South Suburban College is pleased to offer NBS e-Cashier. Through e-Cashier you will be able to:" followed by a list of options: "Arrange for monthly payments.", "Make a down payment IMMEDIATELY and arrange for monthly payments", and "Pay in full IMMEDIATELY". It then says: "You will be able to make payment(s) by:" followed by a list: "Automatic Payments from your Checking or Savings account" and "Automatic Payments from your Credit Card". It then says: "The nonrefundable enrollment fee to budget payment(s) is:" followed by a list: "\$25.00 per Semester" and "FREE for Full Payment". It then says: "The nonrefundable enrollment fee for Automatic Payments will be processed IMMEDIATELY. A portion of the enrollment fee may be remitted to your college. Additional information will be available on the Review and Submit step." At the bottom, there is a red warning: "Do not use your browser's 'Back' button to navigate in e-Cashier, instead use the progress tracker at the top. Using the browser's 'Back' button may cause your transactions to be submitted incorrectly." At the bottom right, there is a "Next Step" button and a large red arrow pointing left.