How to Enroll in the Payment Plan At SVCC

Students have the opportunity to enroll in a payment plan each term. This can be done in the Finances Section of the Student Center, through the MySVCC Student Information System.

To Get Started:

Students will log in to the MySVCC portal
Click on SIS: Student Information System
Click on Student Center

Verify the balance due:

Once in the Student Center, Navigate to the Finances Section and verify the balance due.

DO NOT USE QUICKPAY—THAT SERVICE IS FOR DIRECT PAYMENTS FOR FULL BALANCES.
Navigate to the Payment Plan option:

Under My Account Information, click Apply for Payment Plan

This will take you to the Account Summary – verify the term debt balance (Total Due column – this takes into consideration any aid on the account)

Click on Apply TMS Payment Plan link (Turn off any popup blockers before clicking on this).

Select a Payment Option:

A new window will open, which is the secure TMS payment plan enrollment panel. Each term will have different options. Enrolling early is the only way to take full advantage of the payment options!
Enter Information about Yourself and Payer (if different) & Create a TMS Portal Account:

The next few sections on this form are basic student/payer information fields.

Complete all sections to continue:

**Student Information:** This section should populate from the student center. Verify and continue.

**Payer Information:** This can be you or another party. This needs to be filled out completely.

**Payer Billing Preference:** How do you prefer notices/reminders for payment? Make that choice here.

**Create an Online Account:** This will provide access to your TMS Portal ([https://southside.afford.com/Home](https://southside.afford.com/Home)). Create this login information with information you will remember (we suggest using your MySVCC account information so you won’t have to remember another set of credentials).

**Terms of Use:** This box must be checked to continue.

**Confirm the Plan Information:**

Once you have completed the initial contact/payer information, you will get a confirmation screen for the plan you selected.

Click Continue if this information is correct, otherwise click Back and made the adjustments needed.
Setup the Auto-Pay Option & Submit the Initial Enrollment Payment (Two Separate Steps):

The next few steps are identify the payment method and provide the financial information needed for payments – Auto-Pay and Initial Payment.

**NOTE:** There are two steps for payment information:

1. **1st screen** allows you to set up the monthly auto-pay option (this does not include the initial payment for enrollment).

2. **2nd screen** allows you to pay the initial payment of the enrollment fee, or the enrollment fee plus initial payment(s) required (depending on which option is chosen).

1. **Setup Auto-Pay (Monthly installment drafts):**

This screen (below) is for the Automatic Payments enrollment process (not the initial enrollment).

You will need to complete this in order to participate in the monthly auto-pay option.

Complete and continue.

**NOTE:** If you choose to use a credit/debit card to pay these payments, you will pay a 2.5% convenience fee for each payment processed.

The payment schedule will appear at the bottom of the screen.

Click Sign Up
2 – Select payment method for the Initial Payment of Fee (and payment if applicable):

Confirm the contact and plan information at the top of the screen.

Select items to pay:

Fees: Automatically checked. Must pay this to enroll.

Monthly Payments: You can chose to pay the fee and monthly payment separately, but if the payment is required to enroll it can be checked and paid with the enrollment fee.

Select Payment Method: You can choose from three options:

Option 1 - A one-time payment (using a checking or savings account for the initial enrollment, but not the remaining payments)

Option 2 - A one-time credit card payment - for the fee only (using a card - same or different than the one used on the previous screen - for the initial enrollment fee, but not the initial payment or remaining payments) – If your plan has a fee plus specific % down, you cannot use this option.

Option 3 - Tuition Charge (using a card - same or different than the one used on the previous screen - for the initial enrollment in the plan, but not the remaining payments).
Complete as applies:

One-Time Payment by ACH or Savings

Transaction Processing Verification:

When you submit your payment, you will see this message.

Once your payment has been processed, you will receive a screen to confirm its success.

Click Continue

When the process is complete, you will be directed to the account portal.

TMS Contact Information:

Helpline: 800-337-0291 or 800-722-4867
Email: service@afford.com