

Colleague Payment Plans

1. Go to www.southplainscollege.edu
2. At the top right corner, click on Login to....and select “MySPC”



3. Enter your user name and password



Login with your SPC username

[Sign in](#)

Login Instructions:

1. Be sure to use all lowercase letters for your username
 2. Your default password is in this format: Capital first letter of your first name, first four letters of your last name(lowercase), dollar symbol, last four of Social Security Number, exclamation point (!).
example: Jsmit\$1234!
- Note: If no SSN was submitted, substitute 6 digit birthday (mmddyy) in place of 4 digit SSN.
If you need help please call the Help Desk at 806-716-2600

4. Click on “Financial Information” and then select “Student Finance”



- From here, you will see an account overview including any past-due and current charges along with an overall total balance due. 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”.

Financial Information > Student Bill/Refund Choice > Account Summary

Account Summary

View a summary of your account

Account Overview		Helpful Links
Amount Overdue	\$0.00	Direct Deposit Refund Account
Total Amount Due	\$0.00	Make a Payment
Total Account Balance	-\$524.00	Account Activity
Fall 2018 Semester		
	-\$524.00	

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

Financial Information > Student Bill/Refund Choice > Make A Payment

Make a Payment

Use this page to make a payment on your account

You are moving to the...

Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

Next Tab

Logged in as: Your Name Here

[Payment Center]

My Account Payments

Account Alerts

Account Status

Balance: \$28,790.00

Estimated Financial Aid: \$4,200.00

Balance including Estimated Aid: \$24,590.00

[Make a Payment](#) [View Account Activity](#)

TouchNet

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7. You will be able to see current charges as well as any anticipated financial aid with an overall balance. Select “Enroll in Payment Plan” to set up the payment plan.

My Account Make Payment Payment Plans Deposits Refunds Help

Announcement

Welcome to the South Plains College Student Account Center!

You can view your current account activity and make payments. You can also allow your parents or guardians to access your account to make payments and view your current account activity.

View Account: Michael S Lopez

Balance	\$813.00
Estimated Financial Aid	\$1,337.00
Balance Including Estimated Aid	-\$524.00

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

My Profile Setup

- [Authorized Users](#)
- [Payment Profile](#)
- [Electronic Refunds](#)
- [Notifications](#)

Term Balances

2018 Fall	-\$524.00
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8. After selecting a term, you will see a list of all available payment plan options. By selecting “Details”, you will see exactly how much is required to start the plan and what your remaining draft amounts will be based on current charges. Clicking “Select” will take you through the payment plan setup.

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

Payment Plan Enrollment

Select — Schedule — Agreement

Select Term: 2018 Fall Select

If plans are available for multiple accounts, you must select both account and term.

Plan Name	Setup Fee	Required Down Payment	Installments	Late Payment Fee	Action
Fall 2018 (50%)	\$30.00	50%	2	\$30.00	Details Select

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Helpful Hints

**Payment plans are based on total remaining balances (after all aid, payments, waivers, etc have been applied). You will be required to make a down payment in addition to the \$30 one-time fee to set up any payment plan.*

**Payment plans must have a valid card on file to draft from. This must be either a Mastercard, Visa, Discover, or American Express. The card used for the down payment will be the card used for all future scheduled drafts unless it is updated prior to the draft date.*

**There will be an extra \$30 fee assessed to the student account if any scheduled draft payment is returned or declined.*

**Mozilla Firefox and Internet Explorer browsers work best with this process. If you are having trouble accessing your refund choice, 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.*