2046 North Parkway | Jackson, TN 38301
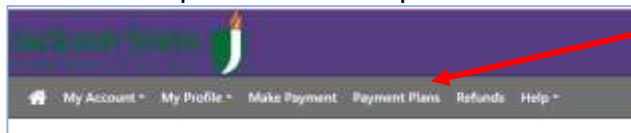
PAYMENT PLAN SETUP INSTRUCTIONS

Key Information:
- Minimum account balance of $400
- Enrollment Fee - $10
- Late Payment Fee - $25/per each late payment
- 50% tuition/fees due on first payment – remaining 50% is split into 2 installments of 25% each
- Installment due dates cannot be changed
- Payment plan only available Fall & Spring semesters – NOT available for Summer
- Payment plan available through first 2 weeks of full-term (15 week) semester

Setup Instructions:
1. Go to www.jscc.edu
2. Click on Students section at the top of the website
3. Click on jWeb button
4. Click on "pancake" menu option in jWeb – Select Student – Select Pay Bill

5. Account Summary window opens up – Click on the Pay Now button
6. New secure window opens to Touchnet portal – Click on Payment Plans button

7. Click on Enroll Now button
8. Select current Term and click on Select button
9. Payment Plan Enrollment terms are displayed – click on Select button
10. Down payment and installment dates/amounts are displayed – click on Continue button
11. Select Method of Payment and click on Continue button
    a. Credit/Debit Card
    b. Electronic Check (Checking/Savings account)
12. Follow prompts for credit/debit card or electronic check information and click Continue button
13. Scroll through and read the Payment Plan Agreement – click checkbox beside "I agree to the payment plan agreement" statement
14. Click Continue button
15. Follow additional prompts until enrollment is complete

For assistance or questions:
Contact the Business Office at 731-425-2603 or bos@jscc.edu