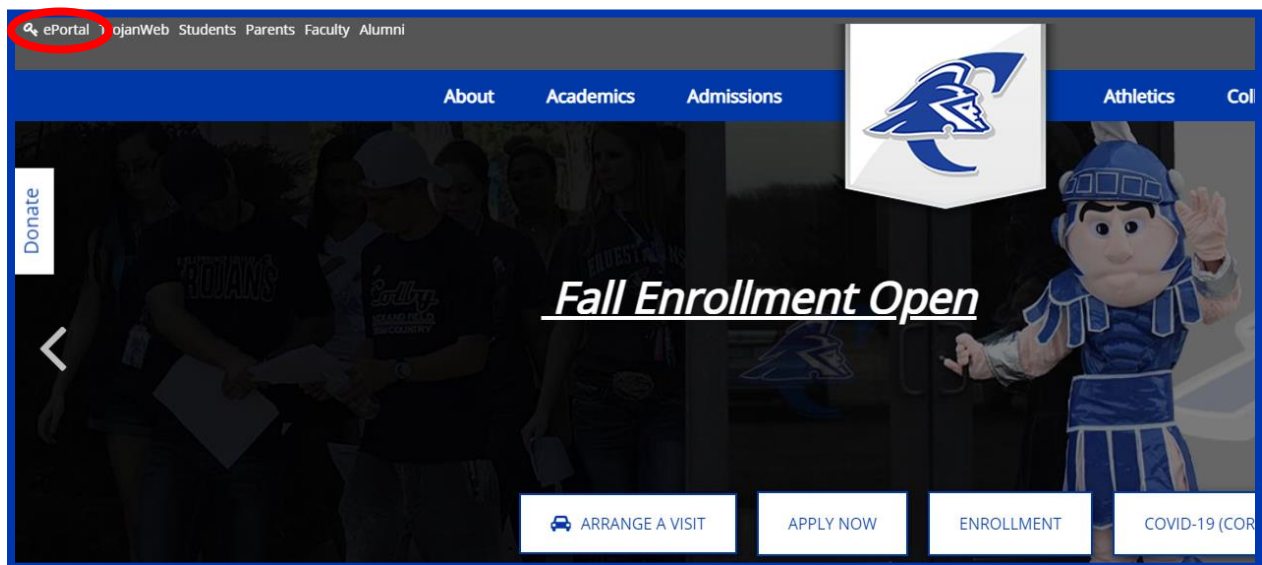




## How to Set Up a Payment Plan

1. Go to [colbycc.edu](http://colbycc.edu) and select ePortal.



2. Login using the information provided to you in your welcome email.  
i.e., Mary Smith  
Username: 000123456 (student ID number without dashes)  
Password: ms2021

COLBY  
COMMUNITY COLLEGE

Student ID Number (Ex: 123456789)

Remember me

Continue

[Instructions](#) | [Forgot Password](#) | [Help](#)

COLBY  
COMMUNITY COLLEGE

Student ID Number (Ex: 123456789)

 [Not you?](#)

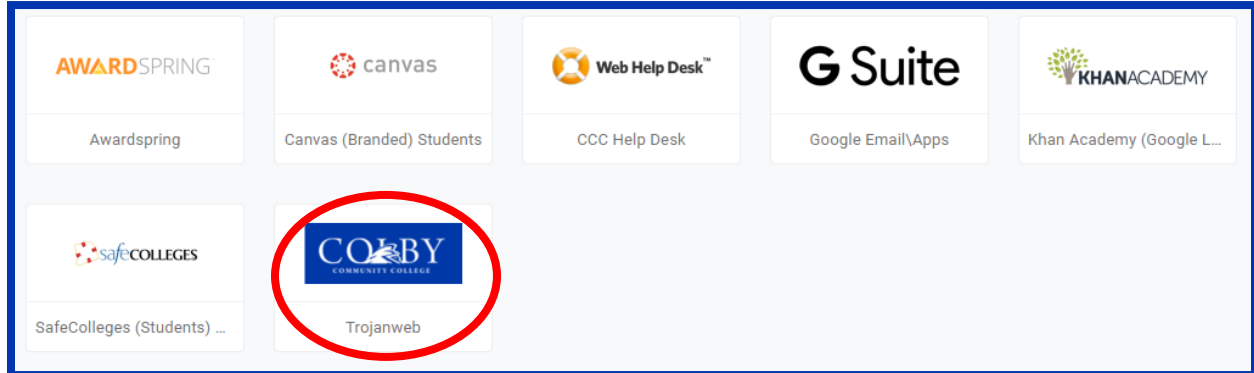
Password

Continue

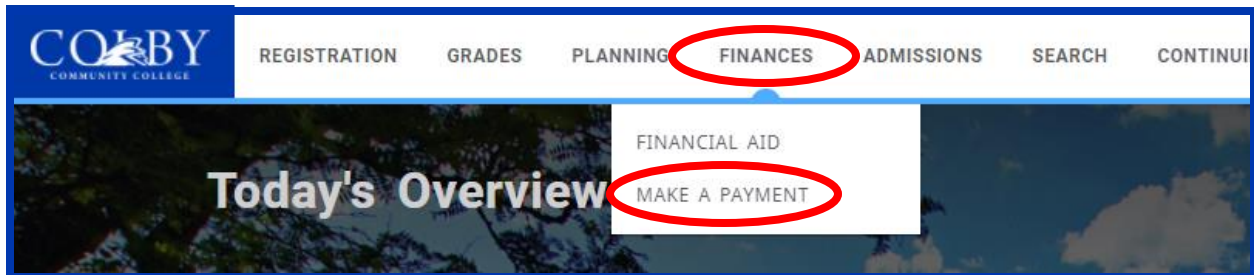
[Instructions](#) | [Forgot Password](#) | [Help](#)



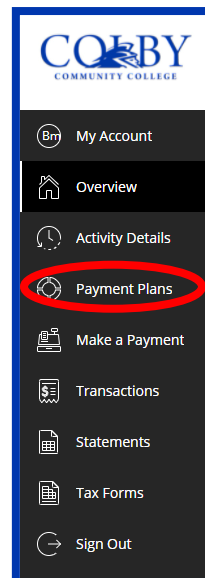
3. Select the TrojanWeb icon.



4. Under the "FINANCES" tab, select "MAKE A PAYMENT."



5. Select "Payment Plans" from the side bar.






**6. Select “View payment plan options.”**

Payment Plans

Current plans



**Need to enroll in a payment plan?**  
Enrolling in a payment plan takes just a few minutes and can help you spread out payments on your education expenses.

[View payment plan options](#)

**7. View the options and select the one that works best for you.**