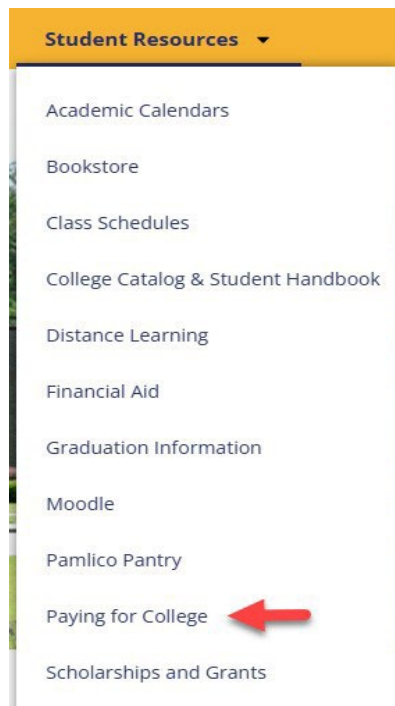


How to Setup a Payment Plan:

1. Log into your student email account. You will need your Self- Service username and password to set up a payment plan.
2. Go to Pamlico Community College's website: pamlicocc.edu
3. Click on the “**Student Resources**” drop down and click on “Paying for College”

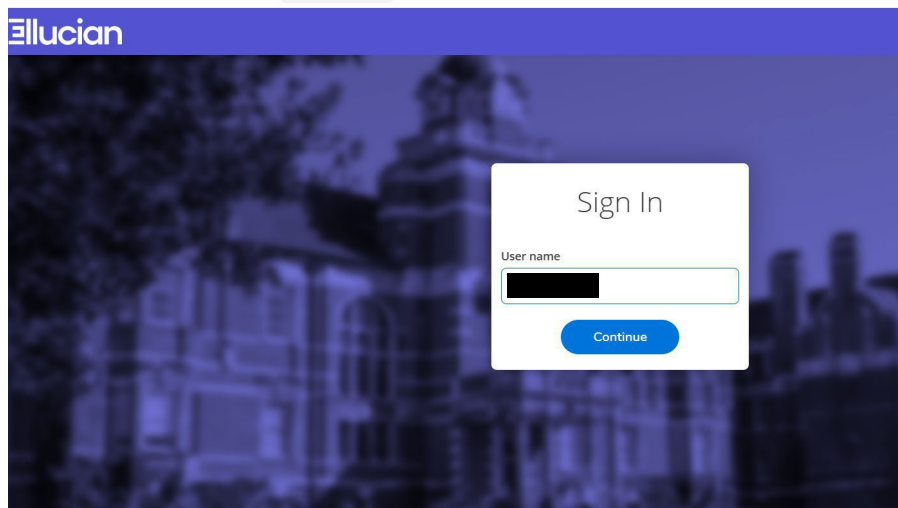


4. Scroll down to “**Payment Options**” and click on the image which will take you to Self-Service.

Click on the image below to access Self-Service

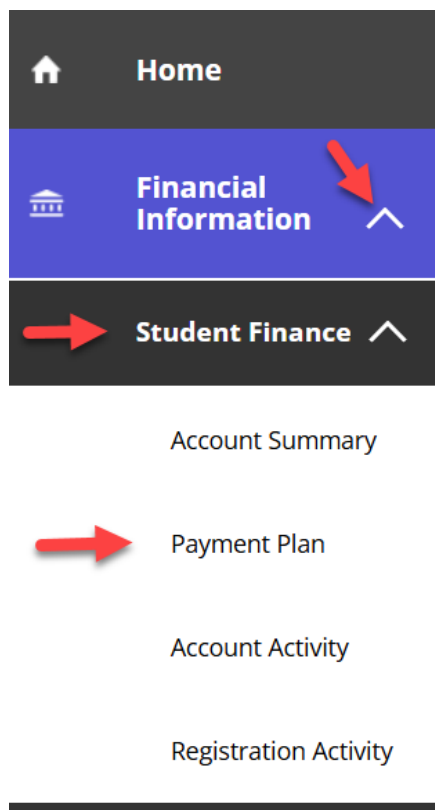


5. Log in using your Self-Service username and password. This will be your 1st initial, last name, and last 5 digits of your student id number. The password will be the same as your O365 email account password.



*Note: Your O365 and Self-Service accounts must be set up before completing this step. For help with this process, go to <https://pamlico.edu/student-resources/distance-learning/>. The instructions are located under Account Access and Login Information.

6. On the left side of the page, click on **Financial Information > Student Finance > Payment Plan**.



The screen below will appear. Click on “**Proceed to Processor.**” This will take you to the Nelnet site.

A new window will open and redirect you to our payment processor, Nelnet Campus Commerce.

 Proceed to Processor

7. Create an account. Be sure to complete all required fields and click **Save** at the bottom of the page



Create Account

Contact Info

Welcome. Please take a few moments to review and complete your contact information.

Name

First Name*

Preferred Name

Middle Name

Last Name*

8. Set up the authenticator.

Sign in

Set up authenticator app

1. Install or open a third-party authenticator app like [Google](#), [Microsoft](#), [Authy](#), etc.
2. Scan the QR code below with your authenticator app.



[Can't scan the QR code?](#)
3. Enter the verification code you see associated with Nelnet in your authenticator app.

9. Once logged into Nelnet, follow the steps to set up your payment information.



It's been at least 90 days since you have verified your contact information in Review and update your contact information under **My Profile** for quicker cu



Payment Activity

Current Balance
\$1,049.25 [Transaction Details](#)

FALL 2026
Current Charges

AMOUNT DUE
\$1,049.25

[Set up a Payment Plan](#)