Steps to Enroll In Payment Plan

1. Go to www.claflin.edu
2. Click on “Current Student” and then “myclaflin” or click on “myclaflin” in the top right hand corner.
3. Type in Claflin ID number and then pin number. (If you don’t remember your pin number, please contact the Enrollment Office at 803-535-5670 or 803-535-5336.)
4. Click on “Student tab”.

5. Click on “Business Office folder”.
6. Click on “Make an online payment”

7. Click “Enroll in the Fall 2016-17 Payment Plan”.
(A breakdown of the installment plan will appear on the next screen along with the student’s balance).

8. Next you will scroll down and click inside the “Agreement box” and then type the student’s ID number in the “Electronic Signature box” and then click on “Accept”. (Please note that a $50.00 payment plan fee will be included with the first installment payment only).
9. Click on “Enter new credit card information” and then “Continue”.

10. Type in your credit card information and continue until your payment has been process. On the end of this process you will receive an “Approval Receipt”, which means that you have now cleared the Business Office. (Please note that a receipt will also be sent to the student’s Claflin email).