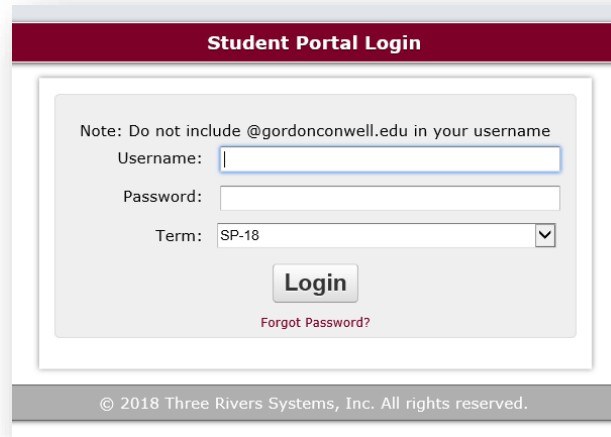


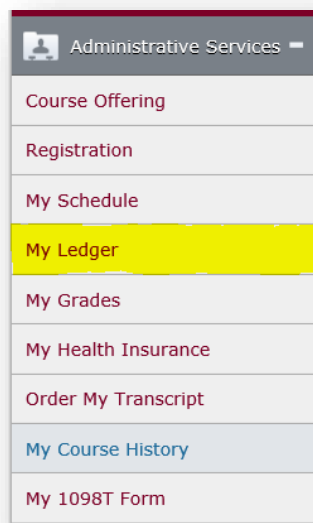
DOCTOR OF MINISTRY
GORDON CONWELL
THEOLOGICAL SEMINARY

DMIN/HMP Online Payment Instructions

1. Go to the Gordon-Conwell Theological portal login page: <http://www.gordonconwell.edu/current/Portal-Logins.cfm>
2. Click on: **CAMS Student Portal** (<https://cams-web.gordonconwell.edu/estudent/login.asp>)
3. Sign in to **CAMS** with your assigned username and password.



4. You should then be directed to your **CAMS Student Portal Home Page**.
 - Typically, your username is the first initial of your first name followed by your last name (i.e. if your name is John Smith, your username would be jsmith. If we have students with the same first and last name, your username may have a number at the end (i.e. jsmith1, jsmith2, etc.).
 - Your password is the same password that you will use for all your student portals (CAMS or SAKAI) and email.
 - Once you have entered in your information, click on “Login”.
 - If you have forgotten your password, if it is outdated, invalid or your account has been blocked, please go to <https://password.gordonconwell.edu/private/login> to reset your password. If you need assistance on resetting your password or unblocking your account, please email Gordon-Conwell’s IT Service Desk at servicedesk@gordonconwell.edu or call at 978-646-HELP (4357).
5. On the screen menu on the left-hand side of the screen, look under “Administrative Services.” Click on the link for “My Ledger”



DOCTOR OF MINISTRY
GORDON CONWELL
THEOLOGICAL SEMINARY

6. You will then be directed to your ledger.
- First, you will need to select your home campus from the dropdown box at the top of the screen.
 - HMP Students select: **HISPANIC STU ACCOUNT**

My Billing Ledger

Select Account

Note: Please Read: To Pay by Credit Card you **must** select your specific campus account. The All selection does not allow for payment by credit card, nor will it display a balance.

- DMin Students select: **DMIN STUDENT ACCOUNT**

My Billing Ledger

Select Account

Note: Please Read: To Pay by Credit Card you **must** select your specific campus account. The All selection does not allow for payment by credit card, nor will it display a balance.

7. Click on the “Pay Online – ACH/Credit” link at the bottom of the screen.

DMIN STUDENT ACCOUNT Balance: \$


[Pay Online - ACH/Credit](#)

8. Once you click “Pay Online – ACH/Credit,” you will be directed to a payment screen.
- At the top of the screen, you will need to type in your student information (First, Last Name, Student ID# and the Current Term for HMP Students. Doctor of Ministry students select DMIN for Term.)

Student Information








* Student First Name	M.I.	* Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Required Field</i>		<i>Required Field</i>
* SID #		* Term
<input type="text"/>		<input type="text" value="SP"/>
<i>Required Field</i>		

DOCTOR OF MINISTRY
GORDON CONWELL
THEOLOGICAL SEMINARY


9. Fill in the dollar amount to the campus for which you are affiliated with, and hit the green  button.
- HMP Student add the dollar amount under Hispanic Ministries
 - Doctor of Ministry students add the dollar amount under DMIN.

Item Information

Payment For

Boston	\$ <input type="text" value="0.00"/>	
Charlotte	\$ <input type="text" value="0.00"/>	
DMIN	\$ <input type="text"/>	
Hamilton	\$ <input type="text" value="0.00"/>	
Hispanic Ministries	\$ <input type="text" value="100.00"/>	
Jacksonville	\$ <input type="text" value="0.00"/>	
Monthly Apartment Fees	\$ <input type="text" value="0.00"/>	

10. Once you hit +Add, your amount will show at the top of the screen beside the Student Information under Payment Detail.



\$ **Payment Detail**

Add items in the item information section

Remove Hispanic Ministries	\$100.00
Total	\$100.00

DOCTOR OF MINISTRY
GORDON CONWELL
 THEOLOGICAL SEMINARY

11. Finally, hit the blue “Continue” button at the bottom of the screen, and it will give you the option to pay by credit/debit card with a 2.99% processing fee (exact dollar amount showed), OR pay by “e-Check”.

Payment Account Information

Credit Card Type *
 Card Type

Credit Card Number *
 Card Number

Exp Month * Exp Year * CVV *
 Exp Month Exp Year CVV

Name on Card *
 Name On Card

Billing Information

Country *
 United States

Address (Line 1) *
 Address (Line 1)

Address (Line 2)
 Address (Line 2)

City *
 City

State *
 Choose State

Zip Code *
 Zip Code

Email *
 Email

! There is a \$2.99 service fee to use this payment method.

I have verified that my payment information is correct
 I agree to the \$2.99 service fee for using this payment method

The **Privacy Notice** contains important information about how TMS may share your non-public personal information. Please review before checking this box.

By checking this box I acknowledge that I have received the TMS Privacy Notice, and agree that TMS may satisfy its obligation to provide me with an annual copy of its Privacy Notice by keeping it available for review on https://www.afford.com/TMS/content/pdf/TMS_Privacy_Policy.pdf.

Check this box to view the **terms and conditions of making a one-time payment**. You will be prompted to authorize this payment before you can continue.

Cancel Back **Process Payment**

Payment Account Information

Account Type *
 Checking Savings

Routing Number *
 Routing Number

Account Number *
 Account Number

Re-enter Account Number *
 Re-enter Account Number

Account Holder First Name *
 First Name

Account Holder Last Name *
 Last Name

Account Holder Address

Country *
 United States

Address (Line 1) *
 Address (Line 1)

Address (Line 2)
 Address (Line 2)

City *
 City

State *
 Choose State

Zip Code *
 Zip Code

Email *
 Email

! **Important Payment Information**
 We suggest confirming with your financial institution that third-party debits are allowed from the account you wish to use. Please be aware that if a payment is not successful due to insufficient funds or because you entered an incorrect or invalid account number you may be charged a fee, for which you will be billed, along with any related fees. You may also incur separate charges from your financial institution for Returned Payments.

I have verified that my payment information is correct

The **Privacy Notice** contains important information about how TMS may share your non-public personal information. Please review before checking this box.

By checking this box I acknowledge that I have received the TMS Privacy Notice, and agree that TMS may satisfy its obligation to provide me with an annual copy of its Privacy Notice by keeping it available for review on https://www.afford.com/TMS/content/pdf/TMS_Privacy_Policy.pdf.

Check this box to view the **terms and conditions of making a one-time payment**. You will be prompted to authorize this payment before you can continue.

Cancel Back **Process Payment**

12. Note: Your payment will not be visible on your ledger immediately. It will most likely be visible within 2-3 business days. If you do not see your payment within that time frame, please contact the Student Accounts office at:

- HMP Students: hmpaccounts@gordonconwell.edu or call 978-646-4011
- DMin Students: dminaccounts@gordonconwell.edu or call 978-646-4011.

Thank you for your payment!