How to upload financial information in Alma

1. Go to Alma website (visit https://nlci1061.getalma.com/).
2. Login using your username and password (first name and last name, i.e. "jane.doe" and include the "." in between your first and last name).
3. After logging in, you will see a navigation channel on the left (see image 1).
4. Click on account.
5. Next, you will see your account features (see image 2).
6. Click on the "Manage Auto Pay" or "Credit Card" box (see image 2) to enter your preferred method of payment.
   - ACH - automatic banking withdrawal (see image 3): Select "Manage Auto Pay", click on green box labeled "Enroll in Auto Pay" and complete all fields.
   - Credit Card Payment (see image 4): Select "Add new credit card" and complete all fields. There is a 2% fee for all credit card transactions.
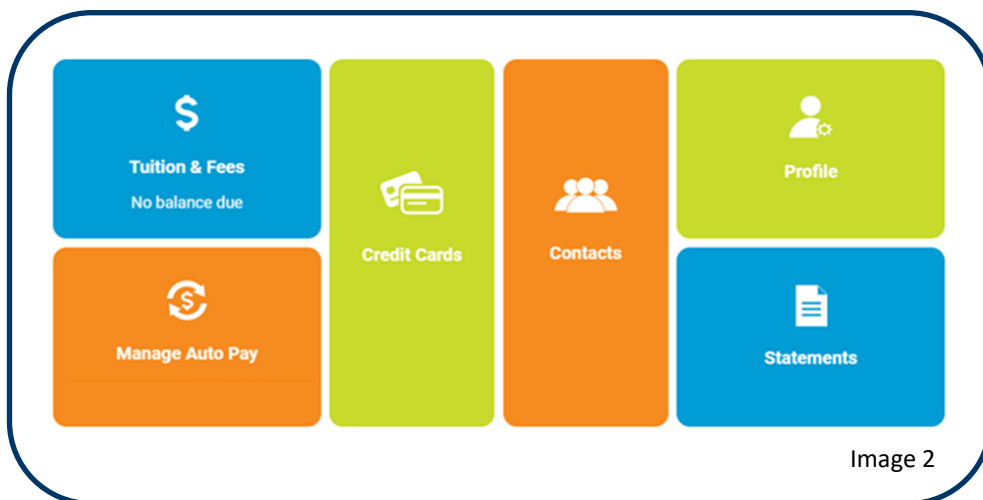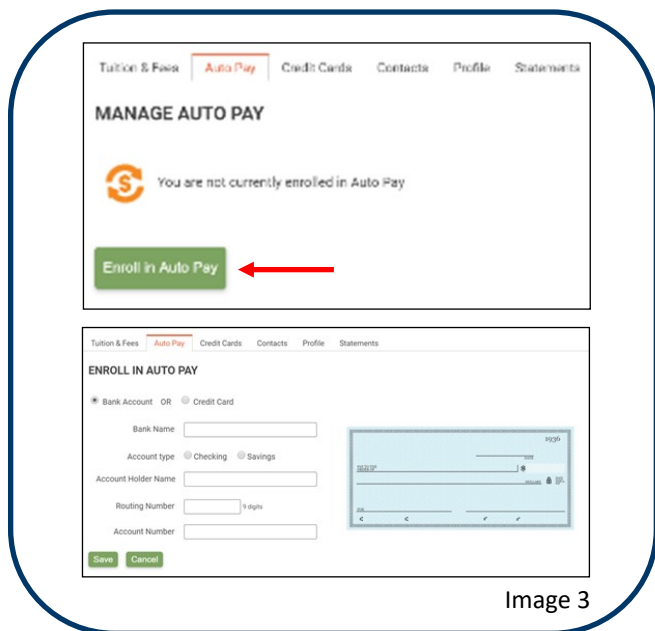
Image 1

Image 2

Image 3

Image 4