

GUIDE TO ENTER THE PAYMENT PLAN

IF YOU ARE PAYING CASH PLEASE GO TO THE BURSAR'S OFFICE FIRST TO PAY.

Sign in using your WCC USER ID & PASSWORD on the MYwcc Portal

Click on "Student Center"

Scroll down to the "Finance Section" and Click on "Payment Plan"

You will then see a notice please read and Click "Make a Payment"

You will see the total balance however, **YOU ONLY ENTER \$50.00**

Click "Next" after you have enter the \$50.00

There will be another notice which will confirm your payment through a third party private site Click "Continue to Make the Payment".

Here is where you will enter your credit card information.

PLEASE READ CAREFULLY AND FOLLOW THE STEPS TO THE END

Once you have finished paying your \$50.00 fee you can go back into the "Student Center Page"

Click on "Payment Plan Again" and you will see the breakdown of your tuition as well as the due dates.

PLEASE READ THE SIGNATURE SECTION AND AGREE TO THE TERMS. IF THE BOX IS NOT CHECKED THEN YOU WILL NOT BE IN THE PAYMENT PLAN EVEN IF YOU PAID.