

# 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.**