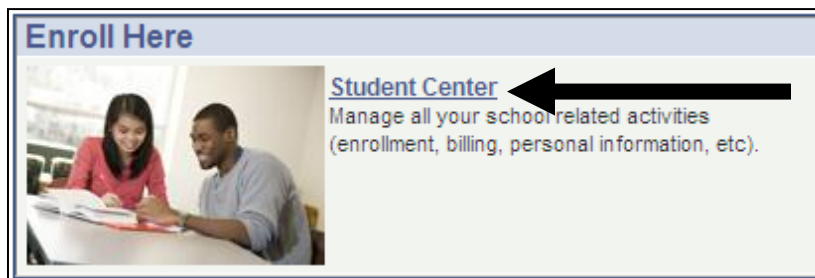


How to Make a Payment Online

STEP 1: Go to the *MyWCC* Portal – [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) – and, under “SIGNON”, put in your “USER ID” and “PASSWORD”. (If you have not already created your USER ID and PASSWORD previously, that *must* be done first!)

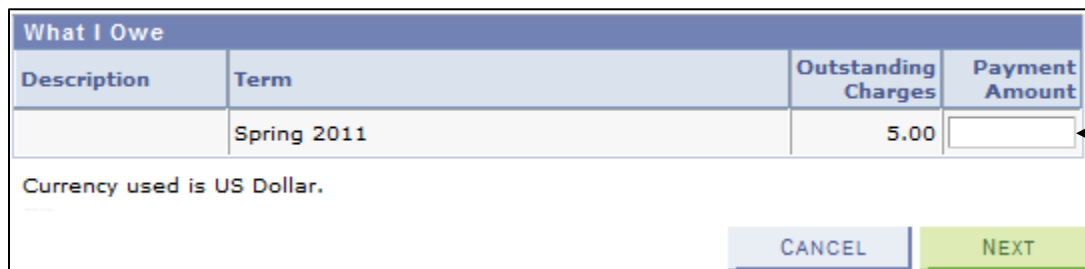
Once you’ve successfully logged into your Home Page, in the second column under the Student Center box, you will see the following box:



STEP 2: Click on “MAKE A PAYMENT”.



STEP 3: Enter any outstanding charges in the “PAYMENT AMOUNT” box and click “NEXT” to continue.



STEP 4: Click the “CONTINUE TO MAKE A PAYMENT” button on the Confirm Payment page.

STEP 5: Enter “ACCOUNT INFORMATION” – Credit Card Amount, Name on Card, Expiration Date (MM/YY), Credit Card-type, and Card Verification Number. Click “CONTINUE”.

STEP 6: Click “SUBMIT” to complete the payment.