How to Make a Payment Online

**STEP 1:** Go to the MyWCC Portal – 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.

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