How to Print Your Paid Receipt

**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:** Under the “FINANCES” portion of your Student Center, click on the “INVOICE” link.

**STEP 3:** Select the term you wish to view.

**STEP 4:** If your “TERM BALANCE” says “0.00”, print this page. For a detailed account of payment, click on the “VIEW ACCOUNT DETAIL” link.