

BURSAR DEFERMENT INSTRUCTIONS- Simple Guide

1-Log into MyWCC

2-Click the **"SignIn and Activate New Account"** Tile

3-Click the **"Student Self Service Center"** tile

4-Click the **"Financial Account"** Tile

5-Click the down arrow on the Account Services link on the left menu.

6-Click **WCC Deferment Agreement** on the left menu

7- If you have no Bursar hold or Third-Party Payment hold, and have the required term balance of \$750 or more, you should see the Deferment Agreement screen.

If you have a Bursar hold or Third-Party Payment hold, or a low balance below \$750 you are NOT eligible for the Deferral Agreement

8-If you are eligible, you will see the **"Make a Payment"** pop-up, click **OK**

9-Click **"Make a Payment"** on the left menu

Clicking **"Make a Payment"** launches the make a Payment Activity Guide

**** Please note that if too much time passes between steps on the activity guide, you may get an error message.

Just click Exit on the left side of the Make a Payment banner and start the activity Guide again.

10-Click **Confirm** in the upper right-hand corner

11-Click inside the **payment Activity box** and change the amount to **\$50**, then click **Confirm**

12-click the confirm button.

13- The Third-Party payment page will open

14-Enter your **credit card information** and click **Continue**

15-Enter your **security code**, then scroll down and click **Continue**

16-click **Submit**

17-You should get the Confirmation Details screen if the payment went through. Click Exit to leave the make a payment Activity Center

18-You will be taken back to the Account Balance page. Click **WCC Deferment Agreement** on the left menu again.

19-Now your payment is processed, the deferment page should appear with a space at bottom for your full name.

20- **Enter your name in the text box** and click **Accept**. A Thank You pop-up completes the process.