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.