



MYHCC PAYMENT DIRECTIONS

CONCURRENT PROGRAM

(785) 442-6141 | concurrent@highlandcc.edu

1. LOGIN TO YOUR MYHCC ACCOUNT

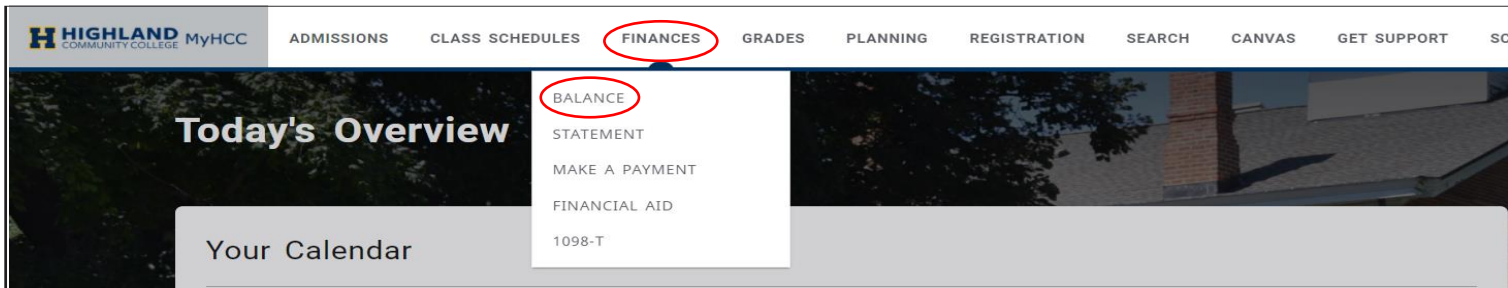
- Go to highlandcc.edu
- Click "Login" at the top right
- Select the MyHCC Application



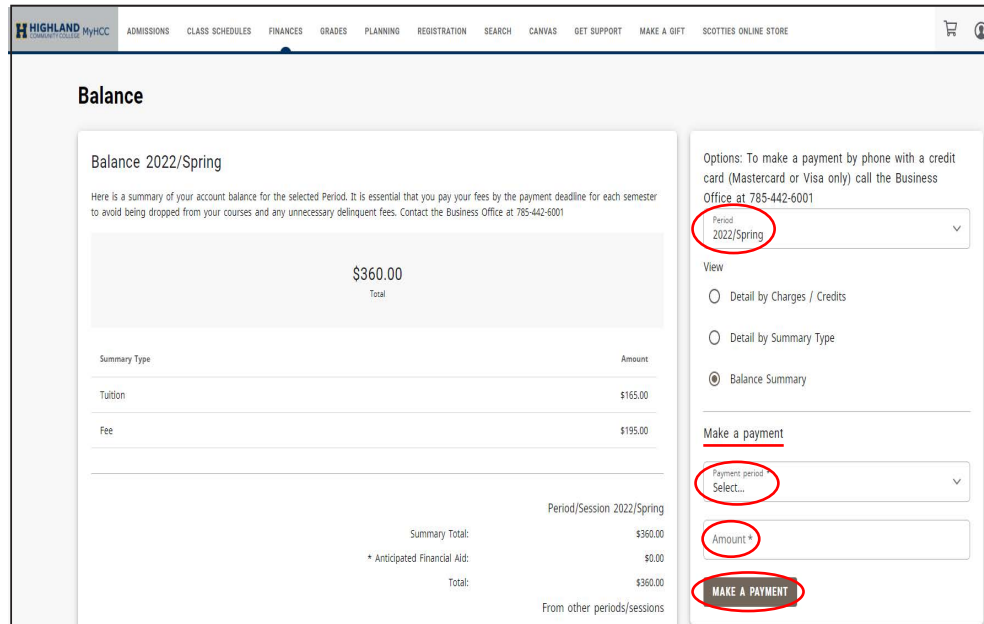
If you have the ClassLink Browser Extension downloaded, it will automatically log you into your MyHCC account. If you do not, you will need to login or go to <https://myhcc.highlandcc.edu>. Your Login ID is lastname.firstname and your password is the same as your HCC password.

2. MAKING A PAYMENT

- Select the Finances Tab
- Click the "Balance" link



- Select the current Period
- Review HCC's Concurrent Tuition & Fees (<https://highlandcc.edu/pages/concurrent-tuitionpayments>)
- Apply Payment to the current Period
- Enter amount of Payment
- **TURN OFF POP UP BLOCKER**
- Click "Make a Payment"



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3. A POP UP WINDOW WILL OPEN

- Click "Continue"

Proceed to payment

i Payment is conducted through a third-party website. Ellucian is not responsible for third-party website content.

CANCEL CONTINUE

4. ENTER PAYMENT INFORMATION

- Click "Continue"

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Sungard Payer

Enter Payment Amount

Please enter in the amount you want to pay and click "Continue" button.

Required fields are marked with an *

Payment Amount

Account: Make Payment

Payment Amount*:

Total Amount: 0.00

Payment Method*: Credit Card

Continue Cancel

*If you would like to pay by electronic check or set up a payment plan, you will need to click the "Make a Payment" link on the Finances tab in your MyHCC account. A pop up window will open and after clicking "Continue" you will be redirected to our Nelnet homepage where you will set up your payment account.

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MYHCC PAYMENT PLAN DIRECTIONS

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1. CREATE AN ACCOUNT

(FIRST TIME USERS ONLY)

- Complete the fillable fields
- Click "Submit"

(If you have a already created an account please move on to next step)

2 CHOOSE A PAYMENT OPTION

If you choose to setup a payment plan, you will be required to pay a \$25 setup fee & 10% of your total bill.

If you receive any error messages throughout this process, or have any additional questions, please feel free to contact our Highland IT Help Desk at (785) 442-6060 or by emailing us at helpdesk@highlandcc.edu.

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