

Making an Online Payment

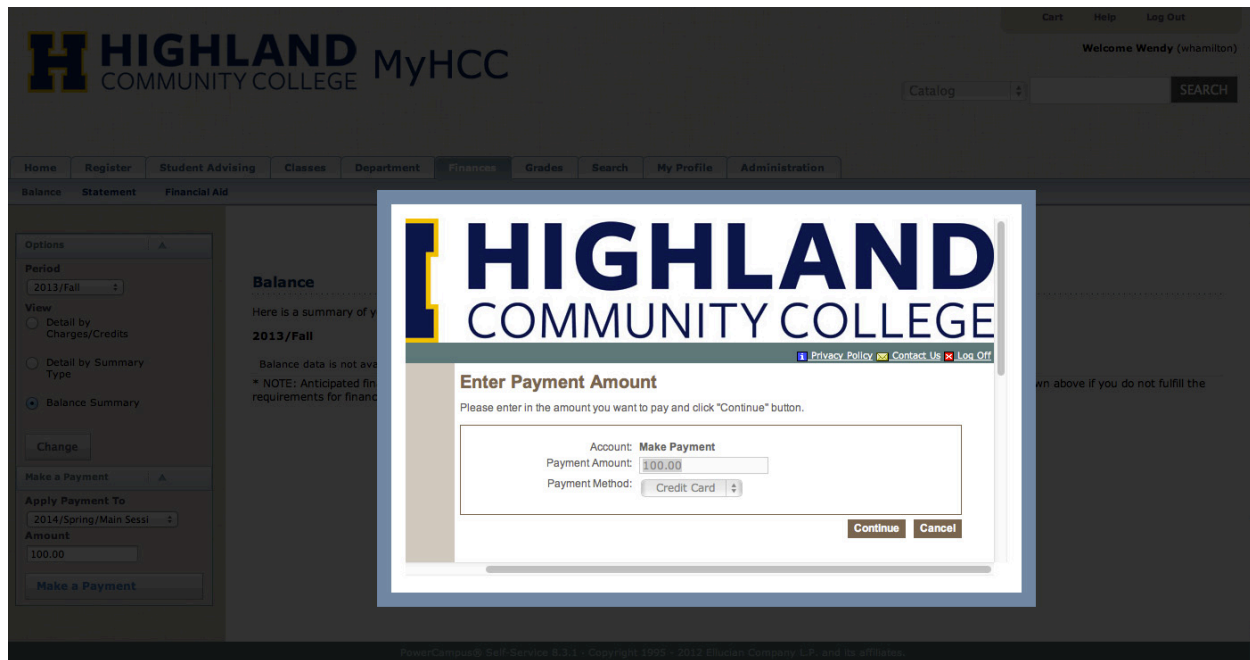
- 1) Login to your MyHCC account (Refer to “Logging into your MyHCC” Guide)
- 2) Click on the “Finance” Tab → Then click the Balance option (shown below)

The screenshot shows the MyHCC website interface. At the top, the Highland Community College logo is displayed. Below the logo is a navigation menu with tabs for Home, Register, Classes, Finances, Grades, Search, and My Profile. The 'Finances' tab is selected, and a sub-menu is open showing 'Balance', 'Statement', and 'Financial Aid'. The 'Balance' option is circled in red. On the left side of the page, there is a sidebar with an 'Options' section containing a 'Period' dropdown set to 'All', a 'View' section with radio buttons for 'Detail by Charges/Credits', 'Detail by Summary Type', and 'Balance Summary' (which is selected), and a 'Change' button. Below this is a 'Make a Payment' section with an 'Apply Payment To' dropdown set to '2014/Spring/Main Sessi', an 'Amount' input field, and a 'Make a Payment' button. A red arrow points to this 'Make a Payment' button. The main content area on the right shows the 'Balance' heading, a summary of the account balance for the selected period, and a note stating that balance data is not available for the selected period and that anticipated financial aid is not considered definite until requirements are met.

- 3) Use the Make a Payment tool bar to the left to make your payment. Ensure you have the correct Period selected.

This is a close-up of the 'Make a Payment' dropdown menu. The 'Apply Payment To' section is expanded, showing a list of academic periods: '2014/Spring/Main Sessi' (which is selected with a checkmark), '2013/Fall/Main Sessi', '2013/Summer/Main Sessi', and '2013/Spring/Main Sessi'. Below the list is a 'Make a Payment' button.

- 4) Enter the amount due and click Make a Payment.
*****NOTE – Please turn off any pop-up blockers you may have. The payment window will appear as a new window (See Below)**



- 5) Follow the instructions to make your payment via credit card.

If you receive any error messages or are unable to complete this process, please contact the IT Help Desk at (785) 442-6060. You can also contact the Business Office at (785) 442-6000 to inquire about paying your bill over the phone.