

# Create a Parent Pin

[WWW.OCCC.EDU](http://WWW.OCCC.EDU)

1. From the red menu banner at the top of page, scroll over *Login*.
2. Select *MyOCCC* portal.
3. Log in to the portal.
4. Click on the *Self-Service Tab* in the middle of the web page.
5. Select *STUDENTS*.
6. Select *Financial Information*.
7. Select *View Statement – Make Payment*.
8. DO NOT CLICK ON THE OK BUTTON.
9. Click on link *Click here (not the OK button) to View Statement and Make Payment*.
10. To set up a new user to pay, click here

The screenshot shows the 'Overview' page of the MyOCCC portal. The page header includes the OCCC logo and the title 'Overview'. Below the header, there is a navigation menu with options: Student Name, Overview, Make a Payment, Payments, Statements, and Sign Out. The 'Make a Payment' option is circled in red and labeled '10.'. The 'Statements' option is circled in blue and labeled '11.'. The main content area shows a student's account information, including a balance of \$213.20 and a 'Summary' table. The table lists 'Payment on Student Account (Spring 2020 Semester)' with a balance of \$213.20. A 'View statements' link is circled in blue and labeled '11.'. A red arrow points from step 10 of the instructions to a 'Make a payment' button at the bottom right, which is also circled in red and labeled '10.'. The button is located in a box that also contains the text 'Do you want help paying?' and 'Do you know someone that would like to help you pay? Invite them to have access to your account!'. Below this text is a 'Send a payer invitation' button.

Payment on Student Account (Spring 2020 Semester)	Balance
	\$213.20
<b>Balance</b>	<b>\$213.20</b>