How To Enroll In A Payment Plan

1. Log into the Student Portal at https://portal.occc.edu/. Using your student email and password.

2. Once logged in, you will see this message at the top of the page. Click on the "OCCC Student Self Service" link.

   ➡️ **Go to Student Self Service**

3. You will be taken to a page with a Sign-in box. Enter your full student email (i.e., person.a.example@my.occc.edu). A message will appear that says "Taking you to your Organizations Sign-In Page." Another box will pop up. Type your password on the line below your email. Click Sign In

4. Click on the *Make a Payment*.

   ➡️ 💲 **Make a Payment**
   Here you can view your latest statement and make a payment online.

5. Click the blue *Continue to Payment Center* button.
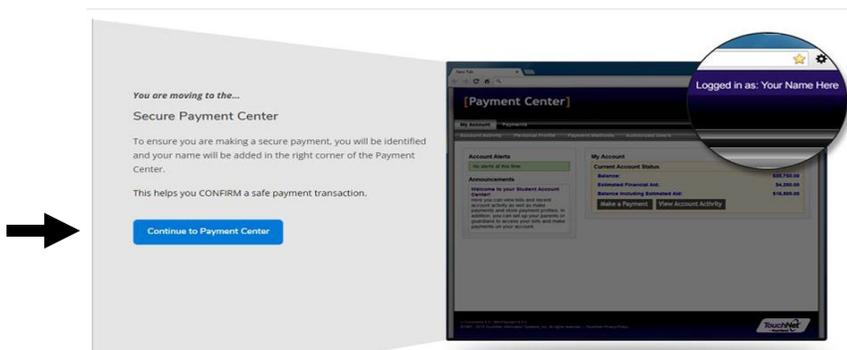
6. To Enroll in a Payment Plan, select the *Enroll in Payment Plan* button in the middle of the web page.

Student Account	ID: xxx7636
Balance	$485.20
View Activity Enroll in Payment Plan Make Payment	
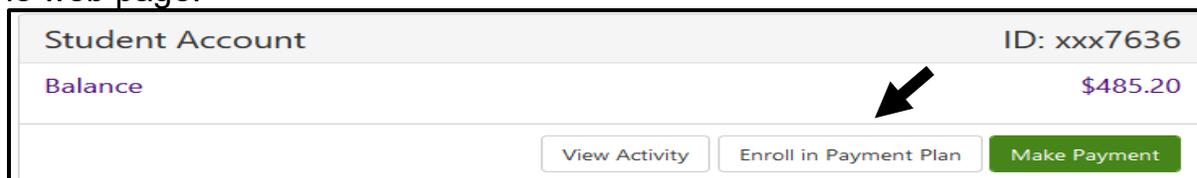
7. *Select a Term* (2022 Fall, 2022 Early Fall, 2022 Late Fall).
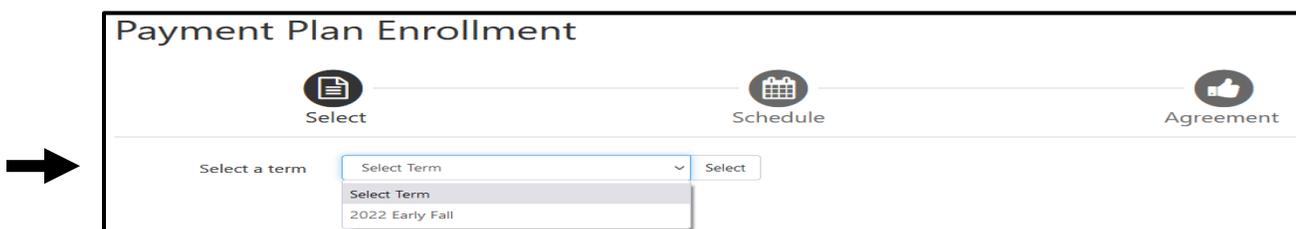
8. After Selecting a Term, Either View *Details* of the Payment Plan or Click the Green *Select* Button to Continue.

Payment Plan Enrollment

Select — Schedule — Agreement

| Select a term | 2022 Early Fall ▾ | Select |

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
Fall Early 2022 Payment Plan (8 Week)	$25.00	2	$20.00	Details Select

9. Selecting Either Yes or No For *Set Up Automatic Payments*
   a. *If Yes…*($25.00 Set Up Fee Is Waived) ☺

Set up Automatic Payments

If you choose to schedule your payments, your setup fee of $25.00 will be waived.

Would you like to set up payments to be made automatically on the dates shown above?

⦿ Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

○ No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back Cancel Continue

Select Payment *Method*

Payment Plan Enrollment

Select — Schedule — Payment — Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method   Select Method ▾

Back Cancel Continue

*Credit card payments are handled through PayPath®, a tuition payment service.

Electronic Check - Payments can be made from a personal checking or savings account.

b. *If No…*($25.00 Set Up Fee Is Not Waived) ☹

Set up Automatic Payments

If you choose to schedule your payments, your setup fee of $25.00 will be waived.

Would you like to set up payments to be made automatically on the dates shown above?

○ Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

⦿ No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back Cancel Continue

Select Payment *Method* and Pay $25.00 Set Up Fee

Payment Plan Enrollment

Select — Schedule — Payment — Agreement

- You must pay the plan fees before enrollment can be processed.
- You will be responsible for making installment payments on time, through this system, in person, or via mail.

Amount $25.00
Method   Select Method ▾

Back Cancel Continue

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Electronic Check - Payments can be made from a personal checking or savings account.

ACH (e-Check) Payments – No Convenience Fee
Credit Card Payment – 2.85% Convenience Fee (Effective 05/01/2024 2.95% Convenience Fee)