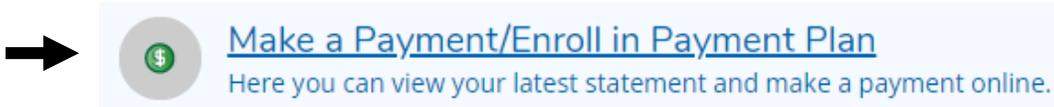


How to Pay Off a Payment Plan

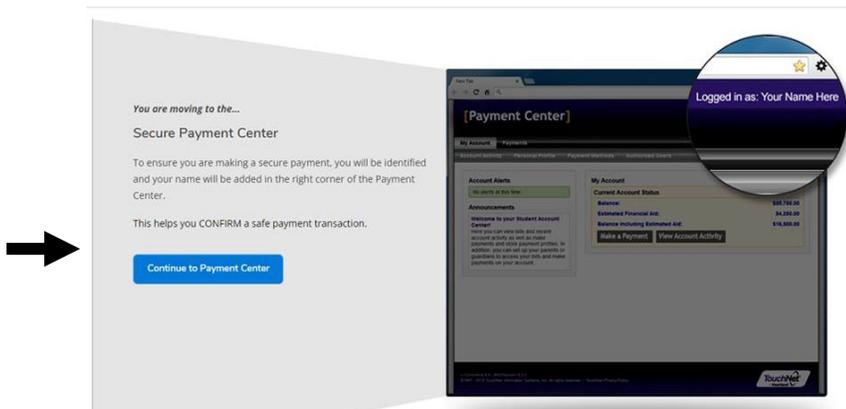
1. Log into the Student Portal at <https://portal.occc.edu/>. Using your student email and password.
2. Once logged in, you will see this message at the top of the page. Click on the "**Go To Student Self Service**" link.

➔ **Go to Student Self Service**

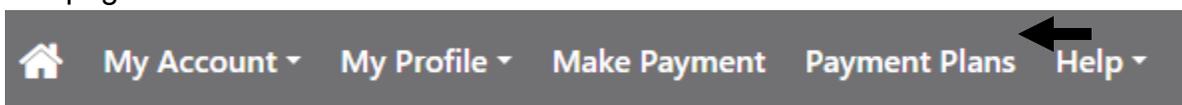
3. You will be taken to a page with a Sign-in box. Enter your full student email (i.e., person.a.example@my.occc.edu). A message will appear that says "Taking you to your Organizations Sign-In Page." Another box will pop up. Type your password on the line below your email. Click Sign In
4. Click on the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



5. Click the blue **Continue to Payment Center** button.



6. You will be redirected to the payment portal. Select the grey **Payment Plans** button on the top of the page.



7. Select the Pay off Plan button on the right of the page.



ACH (e-Check) Payments – No Convenience Fee

Credit Card Payment – 2.85% Convenience Fee (Effective 05/01/2024 2.95% Convenience Fee)