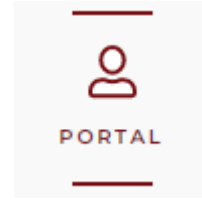


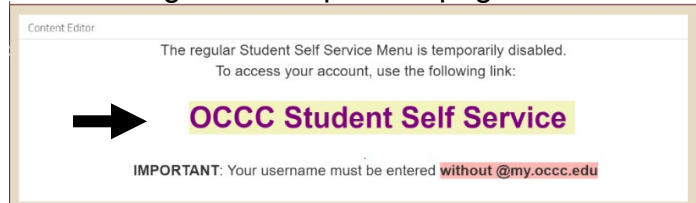
How to View On Demand Statement

WWW.OCCC.EDU

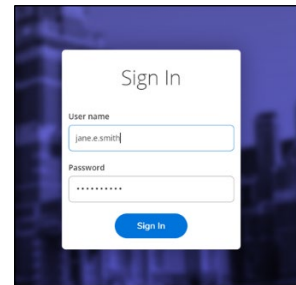


1. On the lower left side of the web page, click on **PORTAL**.
2. Log in to the OCCC Student Portal.

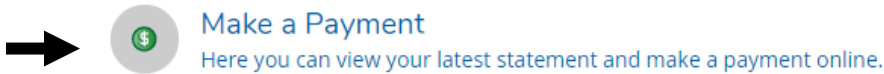
3. Once logged in, you will see this message at the top of the page. Click on the **OCCC Student Self Service** link.



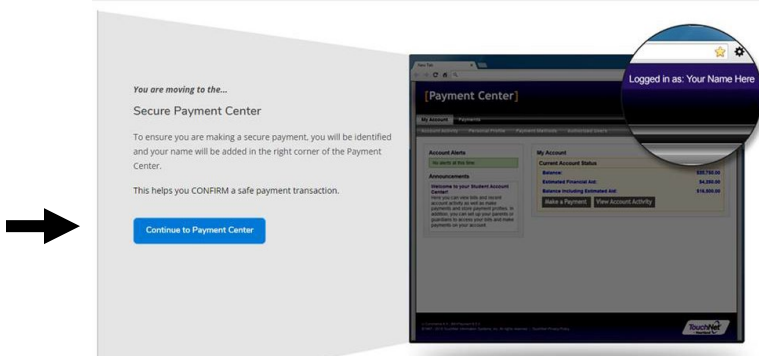
4. A separate login page will load. Enter your username without "@my.occ.edu". For example jane.e.smith@my.occ.edu would log in using only "jane.e.smith". Your password will remain the same as it is for the Portal.



5. Click on the **Make a Payment** link.



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



7. To View On Demand Statement, select **View On Demand Statement** in the middle of the web page.

