

# SLCCPay+

## TPP INSTALLMENTS

1. Sign in at: <https://my.slcc.edu/>
2. Select the **Tuition & Financial Aid** tab on the top bar.
3. Click **SLCCPay+** under the **MyAccount** field. This will take you to your SLCCPay+ portal.

[Pay Same Day](#)

[Change Scheduled Pay Date](#)

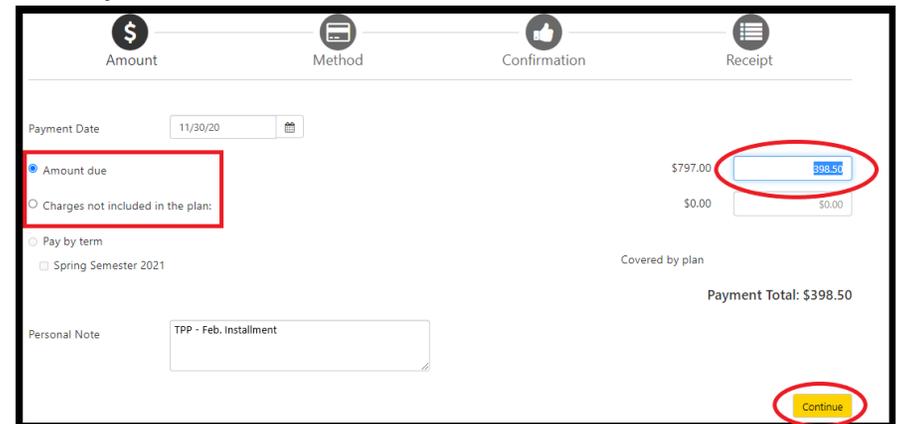
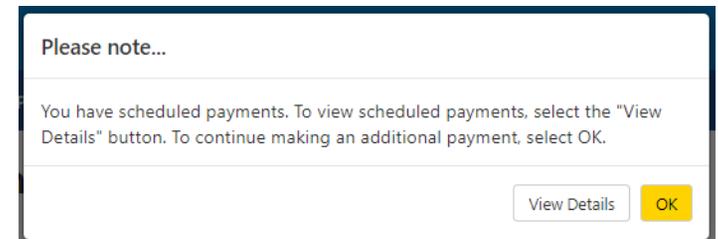
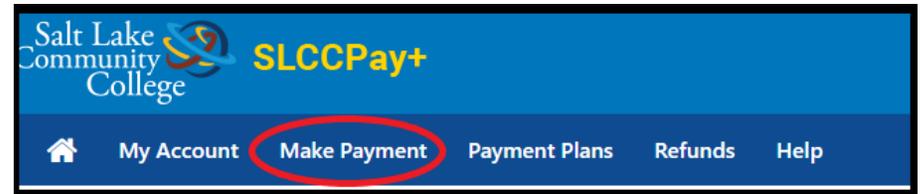
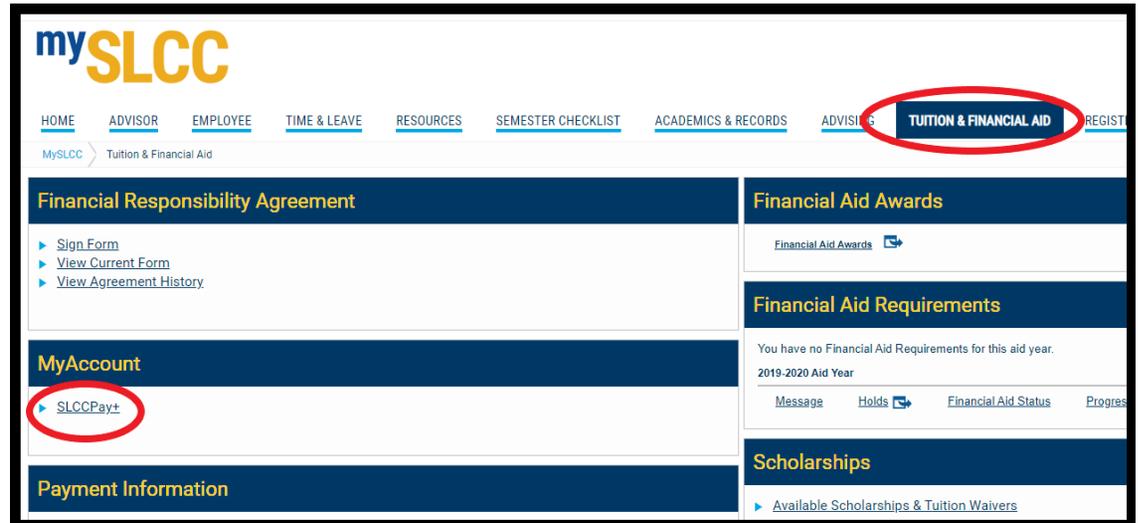
[Change Payment Method](#)

## PAY SAME DAY

4. Select **Make Payment** from the top bar.
  - a. A message will come up to inform you that your balance is on the plan. Click **OK**.
5. It's usually best to select **Pay by term** but if it doesn't give you this option, you can choose between **Amount Due** (tuition & fees) and **Charges not included in the plan** (late fees, etc.) depending on which charge you are needing to pay.

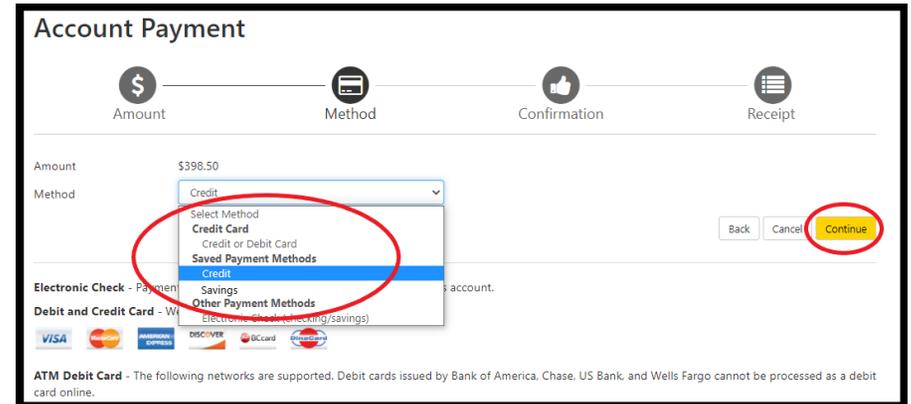
**\*Paying less than the amount of the installment will not prevent an automatic payment from coming out on the scheduled day\***

6. Highlight the amount in the box and change it to the amount you would like to pay. Click **Continue**.
  - a. You also have the option to write a Personal Note to remind yourself what the payment is for.



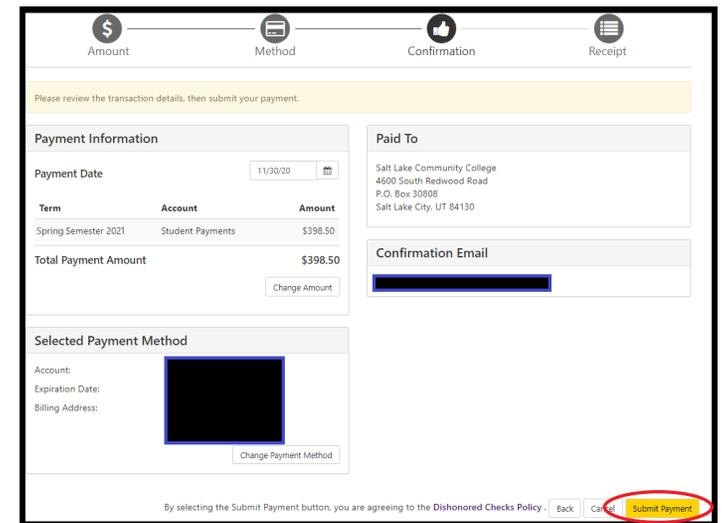
If you already have a Preferred Payment Method saved, you may be skipped ahead to Step 8. If you would like to pay using a different payment method, select the Back button and follow Step 7.

7. Select your method of payment next to **Method** using the drop-down menu.
  - a. If you have not yet saved the method you would like to use, it will prompt you to enter the information.
  - b. Otherwise, select one of your saved methods.
  - c. Click **Continue**.



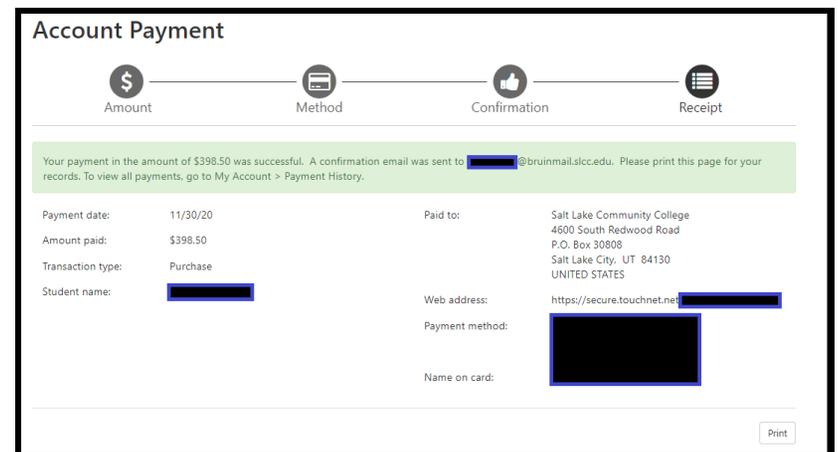
8. On the Confirmation page, verify that the **Payment Information** and **Selected Payment Method** fields hold the correct information.

- a. Click the **Submit Payment** button at the bottom right corner of the page.



9. Once your payment is submitted, the final screen will provide your receipt as proof of payment. Save for your records.

- a. Here the **Print** button in the lower right corner gives you the option to print your receipt if you would like a physical copy.



## CHANGE SCHEDULED PAY DATE

1. Under the Scheduled Payments section, select the **Action** icon.
  - a. Click **Edit**.

2. Type in or select the date you would like to schedule the payment.
  - a. Click **Save** once you've selected a date. **Payments must be scheduled at least one day in advance.**

3. Confirm the changes back on the home page under the Scheduled Payments section.

**\*\*NOTE:** You are only able to schedule a payment BEFORE the plan's due date of the 10<sup>th</sup>. To pay after, you will need to cancel the automatic payment.

**\*\*NOTE 2:** To cancel an automatic payment, you must fill out the [TPP Request to Cancel a Scheduled Payment](#) form and turn it in to [Accounts Receivable](#) no later than 3 pm on the business day before the due date. **\*An automatic payment cannot be cancelled the day of.\***

Student Account ID: xxxxx [REDACTED]

Balance \$1,195.50

View Activity

Payment Plans

2021 Spring Tuition Payment Plan \$1,195.50

Balance Not Included in Plan \$0.00

Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
2021 Spring Tuition Payment -- Installment 1 of 3	[REDACTED]	2/10/21	Credit	Scheduled	\$398.50	 
2021 Spring Tuition Payment -- Installment 2 of 3	[REDACTED]	3/10/21	Credit	Scheduled	\$398.50	
2021 Spring Tuition Payment -- Installment 3 of 3	[REDACTED]	4/10/21	Credit	Scheduled	\$398.50	

Scheduled Payments

Please note that this scheduled payment is part of the 2021 Spring Tuition Payment Plan. To avoid late fees, please pay in full by the due date indicated below.

Edit Scheduled Payment for Student Payments (\$500 [REDACTED])

If you need to create a new payment method, please visit the [Payment Methods page](#).

Term for payment: Spring Semester 2021

Payment amount: \$398.50

Late fee: \$15.00

Method: Credit

Personal Note: 2021 Spring Tuition Payment

Payment Date: 02/10/21

Calendar: January 2021

Cancel Save

## CHANGE PAYMENT METHOD

**\*If you do not already have the new payment method saved in your Payment Profile, you will need to save it before continuing\***

1. Under the Scheduled Payments section, select the **Action** icon.
  - a. Click **Edit**.

2. Select the method you would like to use for the scheduled payment from the drop-down menu.
  - a. Click **Save** once you've selected a method. **Payment methods must be changed at least one day in advance.**
3. Confirm the changes back on the home page under the Scheduled Payments section.

**\*\*NOTE: You will have to complete this process for each future scheduled payment if you want to change the payment method for all of them.**

**\*\*NOTE 2: To cancel an automatic payment, you must fill out the [TPP Request to Cancel a Scheduled Payment](#) form and turn it in to [Accounts Receivable](#) no later than 3 pm on the business day before the due date. \*An automatic payment cannot be cancelled the day of.**

Student Account ID: xxxxx [REDACTED]

Balance \$1,195.50

View Activity

Payment Plans

2021 Spring Tuition Payment Plan \$1,195.50

Balance Not Included in Plan \$0.00

Scheduled Payments

Description	Payer	Date	Method	Status	Amount	Action
2021 Spring Tuition Payment -- Installment 1 of 3	[REDACTED]	2/10/21	Credit	Scheduled	\$398.50	 Edit
2021 Spring Tuition Payment -- Installment 2 of 3	[REDACTED]	3/10/21	Credit	Scheduled	\$398.50	
2021 Spring Tuition Payment -- Installment 3 of 3	[REDACTED]	4/10/21	Credit	Scheduled	\$398.50	

Scheduled Payments

Please note that this scheduled payment is part of the 2021 Spring Tuition Payment Plan. To avoid late fees, please pay in full by the due date indicated below.

Edit Scheduled Payment for Student Payments (S00 [REDACTED])

If you need to create a new payment method, please visit the [Payment Methods](#) page .

Term for payment: Spring Semester 2021

Payment amount: \$398.50

Late fee: \$15.00

Method:    
  
 Tuition Payment

Personal Note:

Payment Date: 3/10/21

Cancel Save