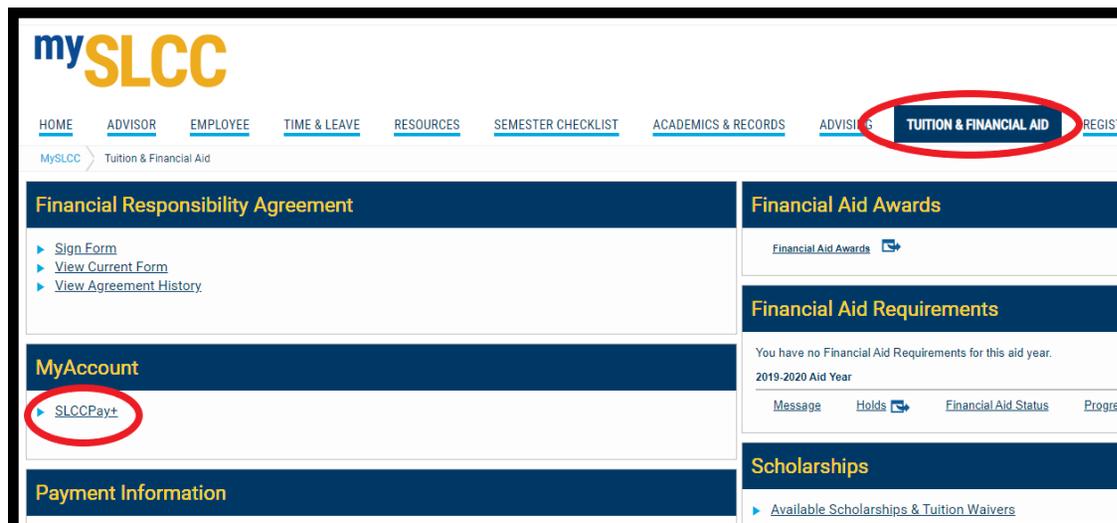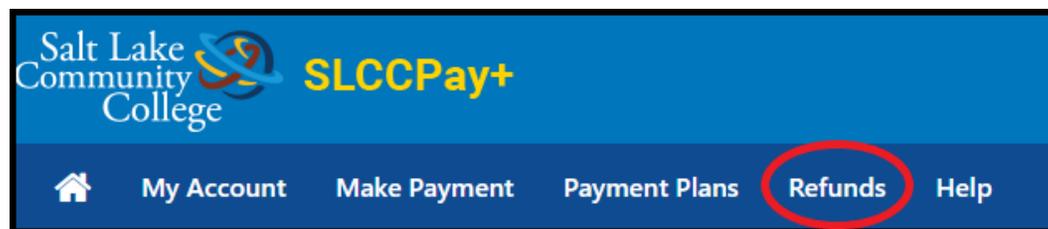# SLCCPay+

SET UP ELECTRONIC REFUNDS

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.

4. Click the **Refunds** tab located on the top bar OR **Electronic Refunds** located in the My Profile Setup column at the right of your home page.

5. Select the **Set Up Account** button.

6. Select one of the radio buttons:
   a. One of your saved accounts, or
   b. Set up a new account.

7. Click **Continue** once you've finished selecting your method of payment. *
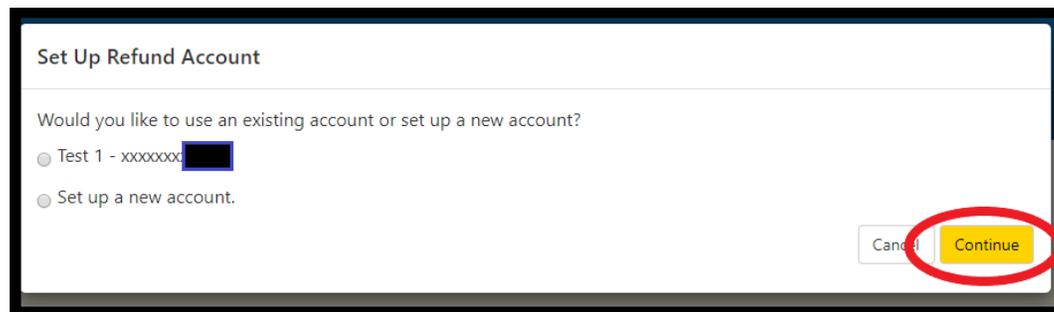
*If you are selecting a saved method, skip to Step 13. For setting up a new account, continue to Step 8.

Setting up a New Account

8. Fill out all of the required information. Verify that all the information is correct before continuing.

    You cannot receive an electronic refund if the information is incorrect.

9. Click the **Continue** button at the bottom right corner of the page to move on to the agreement.

10. Read through the agreement and verify your information is correct.

11. Check the box next to **I Agree**, just below the agreement (see red box in example image to the right).
    a. You have the option to **Print Agreement** (see blue box in the example image) if you would like a physical copy.
12. Click **Continue** to save your account information/complete setting up your electronic refund method.

13. You will now see your account saved under **Current Refund Method**.
    a. Here you can verify the last four numbers of the account you have saved.
    b. To Update/Remove account click the settings button with the **gear icon** (blue box in last example image) to the right of the saved account.