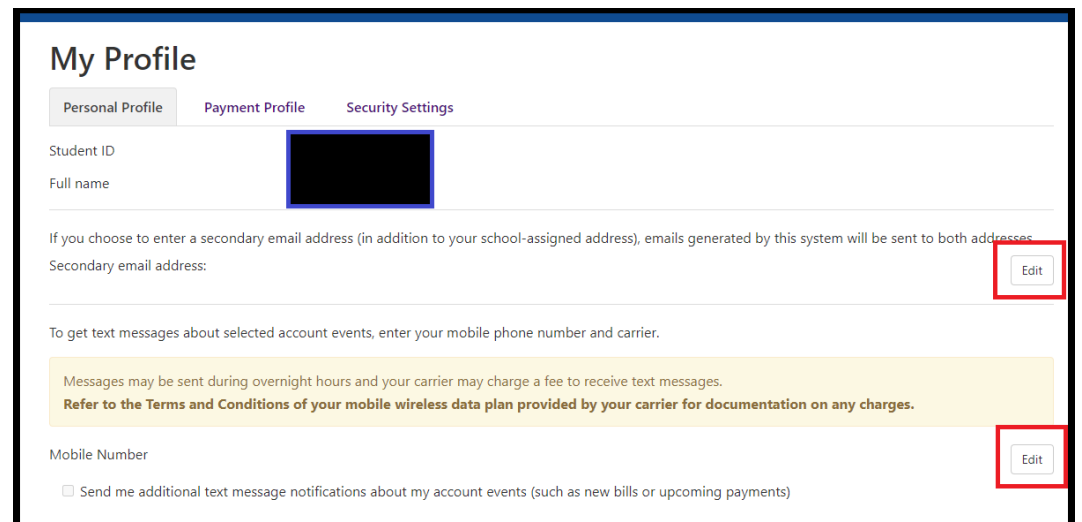
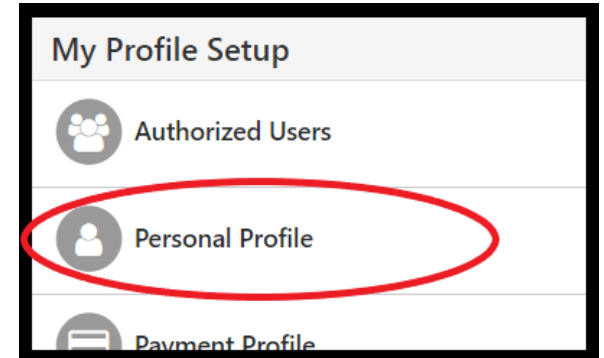
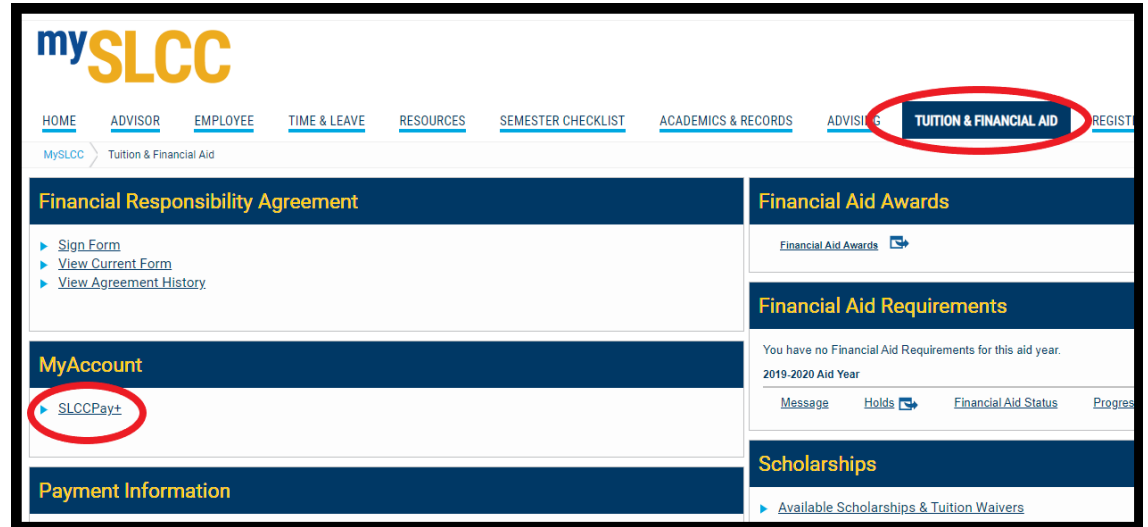


SLCCPay+

ADDITIONAL NOTIFICATIONS

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. To the right of your SLCCPay+ home page, select **Personal Profile** from the **My Profile Setup** column.
5. Under the Personal Profile tab, you may select to add an email and/or phone number to receive notifications.
 - a. Select the Edit button next to the method you would like to add.



Email

6. Next to New email address, enter the email address you would like to add, then select the **Save** button.
 - a. You may only save one secondary email.
 - b. It will now show your secondary email address.

If you choose to enter a secondary email address (in addition to your school-assigned address), emails generated by this system will be sent to both addresses.

Secondary email address: [Edit]

New email address:

[Cancel] [Save]

7. If you wish to remove or change the email:
 - a. To change, select **Edit**.
 - b. To delete, select **Remove**.

If you choose to enter a secondary email address (in addition to your school-assigned address), emails generated by this system will be sent to both addresses.

Secondary email address: [Redacted]

[Remove] [Edit]

8. If you choose to delete, it will ask you to confirm. Click **OK** to remove.

User Profile

Are you sure you want to remove secondary email address?

[Cancel] [OK]

Phone

9. Enter the phone number in xxx-xxx-xxxx format, then select the carrier from the drop-down menu.
 - a. You have the option to opt in to additional text message alerts by checking the box below the phone number.
10. Click the **Save** button.

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages. Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number

New Mobile Number:

Select Carrier: [Dropdown menu open]

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

[Cancel] [Save]

11. If you wish to remove or change the phone number:
 - a. To change, select **Edit**.
 - b. To delete, select **Remove**.

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages. Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number: 123-456-7890 Carrier: T-Mobile

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

[Remove] [Edit]

12. If you choose to delete, it will ask you to confirm. Click **OK** to remove (SEE step 8 for example).