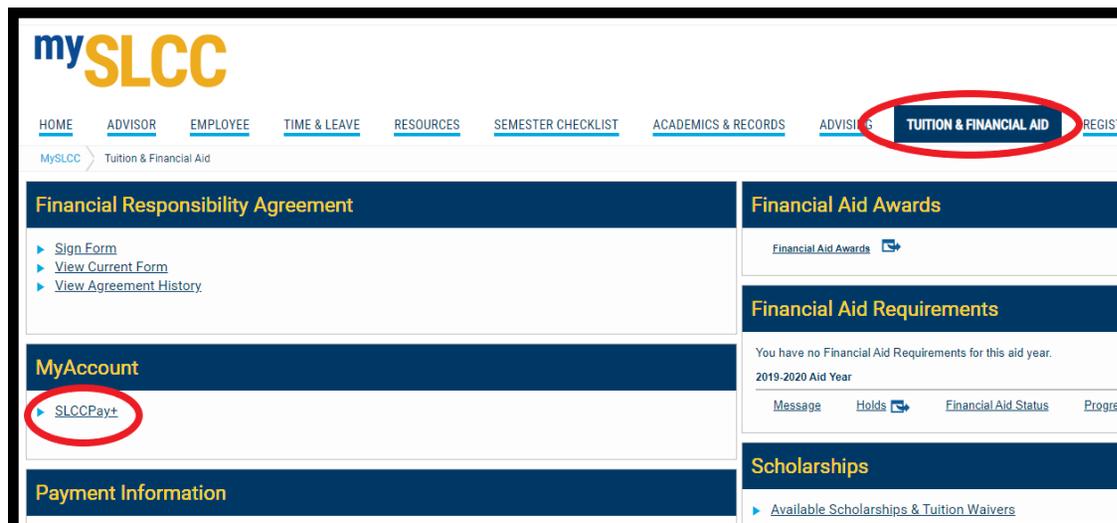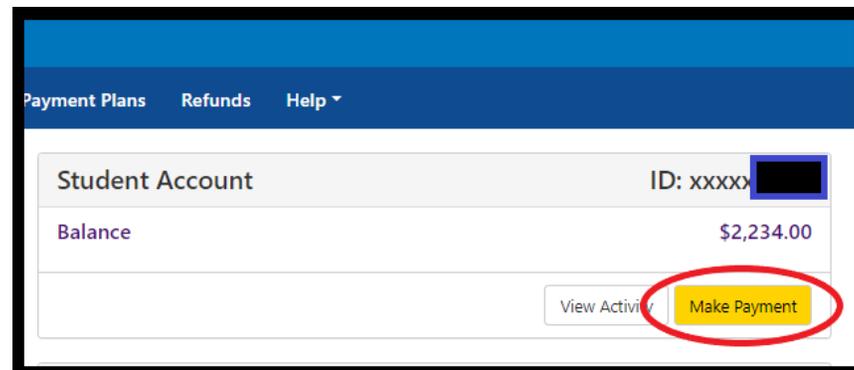# *SLCCPay+*

ONLINE & SCHEDULED PAYMENTS

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 **Make Payment** button located just below your balance.

E-CHECKS: Be aware that while card payments can be charged same day, checks and e-checks (any method requiring the bank routing # and account #) can take up to 10 business days from the Payment Date to complete. Do not submit or schedule a check payment for a date earlier than when you are certain that the funds will be available, and ensure those funds remain available in your bank account until they have been successfully withdrawn by SLCC. **Only your bank can stop a check payment once it has been submitted, and they will usually charge a fee to do so. SLCC** cannot **stop a check payment that you have already submitted, and a check stopped by your bank is considered a failed check payment.**

SLCC charges at least one $20 Returned Check Fee for each failed check payment. A hold on transcripts and registration is applied until both the amount of the failed check and its fees are paid in full using a "cleared funds" method. A **Permanent Hold** preventing further check payments is placed after the 2nd failed check payment.

5. Set **Payment Date** to the date you want the payment to process. The default is set to process same day.

> If you future-date a payment, it will process automatically on that date. Please be aware that no additional/early payment will cancel <u>this</u> payment. **You are responsible to cancel a personally scheduled payment if you do not want it to process. It should be cancelled no later than the day before it processes.**

6. Select the **Pay By Term** radio button under "Select Payment Option".

7. Under the "Pay By Term" section, go to the semester you would like to apply your payment towards, and if needed, change the balance to the amount you would like to pay.
   a. If you have multiple semester balances, you may pay towards more than one at the same time.

8. Click the **Add** button next to each semester that you are paying towards.
   a. You may select the **Remove** button to remove an amount from the payment before continuing.
   b. You also have the option to write a **Personal Note** to remind yourself what the payment is for.

9. Click the **Continue** button at the bottom of the page.

Account Payment

Amount — Method — Confirmation — Receipt

Payment Date: 3/24/22

Select Payment Option

○ **Pay By Term**
Select which semester terms to pay

○ **Amount Due**
$2,234.00

Pay By Term
Select 'Add' to add input amount or enter different amount by selecting input.

Spring Semester 2022 | $1,744.00 $ 1,744.00 Add
Select input to change payment amount

Fall Semester 2021 | $490.00 $ 490.00 Add
Select input to change payment amount

> **NOTE:** Selecting **Amount Due** will apply your payment to the default semester (current semester in session), which can be tricky when needing to pay in-between semesters, pay towards a previous semester, or pay multiple semesters at once. Because of this, **Pay By Term** is usually the best option. If you submitted your payment using **Amount Due** and need to move the payment to the intended semester, please contact **Cashiering Services:** 801-957-3914 or Cashiering@slcc.edu.

Fall Semester 2021 | $490.00 $ 490.00 Remove
Select input to change payment amount

Personal Note

Enter a brief payment note

Final Payment

Pay by Term (Student Payments) $490.00
Payment Total   **$490.00**

Continue

If you already have a Preferred Payment Method saved, you may be skipped ahead to the "Confirmation" page in Step 12. If you would like to make the payment with a different payment method, select the **Back** button and follow Steps 10-11.

10. Next to "Method" select your method of payment in the drop-down menu. You may choose from one of your "Saved Payment Methods" or use a new method by selecting **Credit or Debit Card**, or **Electronic Check (checking/savings)**.

11. Click **Continue**.
    a. A saved method will take you to Step 12.
    b. For a new method, fill out all of the requested information as prompted. Click **Continue** when you are done.

Account Payment

$			
Amount	Method	Confirmation	Receipt

Amount: $490.00

Method: Test 1

Back   Cancel   Continue

Electronic Check - Payments can be made from a personal checking or savings account.

Electronic Check

Method	Confirmation	Receipt

* Indicates required information

Amount: $490.00
Method:*   Electronic Check (checking/savings)

Account Information

* Indicates required fields

You can use any personal checking or savings account.
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Account type: Select account type
*Routing number: (Example)
*Bank account number:
*Confirm account number:

Billing Information

*Name on account:
*Billing address:
Billing address line two:
*City:
*State: Select State
*Postal Code:

Option to Save

☐ Save this payment method for future use

Save payment method as:
(example My Checking)

☐ Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

Refund Options

A passcode will be sent to you for Two-Step Verification. Please enter the passcode to save this refund method.

Send Code

Back   Cancel   Continue

Credit/Debit

$			
Amount	Method	Confirmation	Receipt

* Indicates required information

Amount: $490.00
Method:*   Credit or Debit Card

Account Information

* Indicates required fields
*Card number: ➕

Back   Cancel   Continue

12. On the Confirmation page, verify that the **Payment Information** and **Selected Payment Method** fields hold the correct information. Be sure to correct them if they don't.

> **For a same-day payment, continue to the next step below. For a scheduled/future-dated payment, skip to Scheduled Payments.**

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

14. Once your payment is submitted, the final screen will provide your receipt as proof of payment. You may save for your records.
    a. Here you have the option to print your receipt if you would like a copy.

15. You will receive the below message in your Bruinmail from AccountsReceivable@slcc.edu with the subject: "Thank you for your payment".

Submitted payments show in your Account Activity right away and subtract from your balance. Be aware that a successfully <u>submitted</u> payment to your SLCC account is not equal to a successfully <u>processed</u> payment. Refer to the note on E-CHECKS on the first page of this guide. Be sure to monitor your account balance with your bank to confirm when the funds are successfully withdrawn.
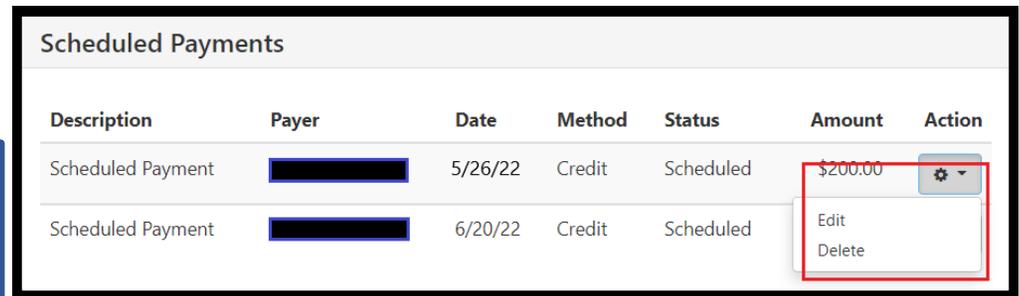
SCHEDULED PAYMENTS

13. Click the **Schedule Payment** button at the bottom right corner of the page.

| Back | Cancel | Schedule Payment |
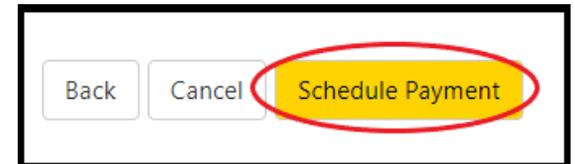
14. You'll be taken to the home page, where you will see a banner at the top confirming the scheduled payment.

Thank you, you have successfully scheduled your payment(s) for 6/20/22.

15. There will also be a new section to the home page labeled "Scheduled Payments" where you can see the upcoming payment(s) and the date the payment will process.

Scheduled Payments

| Description	Payer	Date	Method	Status	Amount	Action
Scheduled Payment	▬▬▬▬	5/26/22	Credit	Scheduled	$200.00	⚙ ▾
Scheduled Payment	▬▬▬▬	6/20/22	Credit	Scheduled		Edit
						Delete

The **Action** button will allow you to make changes to a payment.

a. <u>**Edit:**</u> Change the scheduled date, payment method, amount, and/or personal note for a payment. Click **Save** to keep the change(s) or click **Cancel** to keep it as is.

b. <u>**Delete:**</u> Cancel the payment. A message will appear to confirm if you're sure. Click **OK** to delete the payment or **Cancel** to leave the scheduled payment active.

Scheduled Payments ✕

Are you sure you want to delete this scheduled payment?

| Cancel | OK |
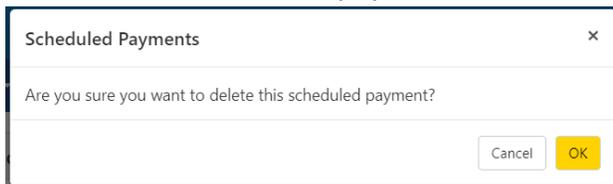
If you click **OK**, you'll see a banner at the top of the home page confirming that the payment was removed.

Scheduled payment has been successfully removed.
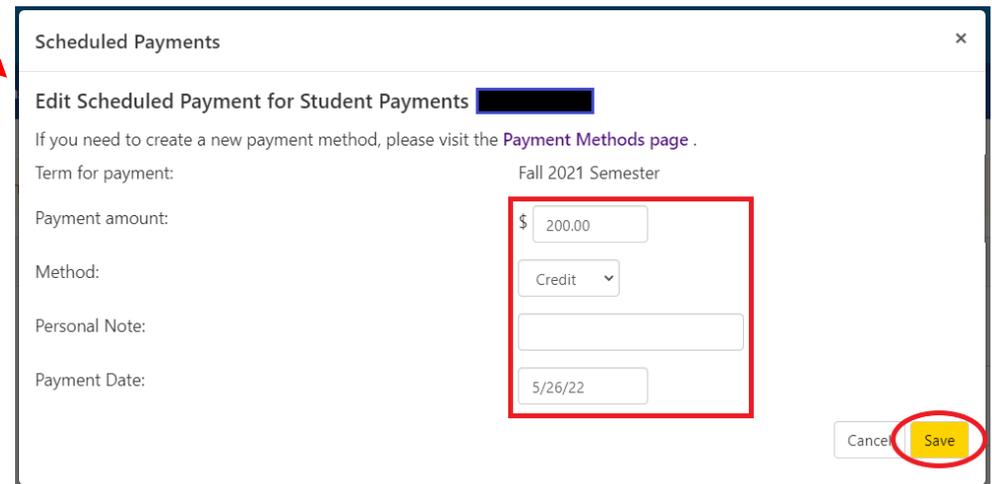
Scheduled Payments ✕

Edit Scheduled Payment for Student Payments ▬▬▬▬

If you need to create a new payment method, please visit the Payment Methods page .

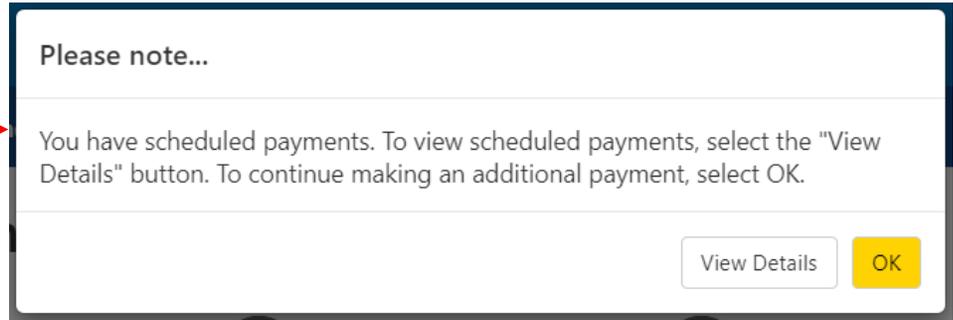| Term for payment:	Fall 2021 Semester
Payment amount:	$ 200.00
Method:	Credit ▾
Personal Note:	
Payment Date:	5/26/22

| Cancel | Save |

If you attempt to make an online payment before a scheduled payment has completed, you will get the following message.

Please note…

You have scheduled payments. To view scheduled payments, select the "View Details" button. To continue making an additional payment, select OK.

View Details   OK

16. You will receive at least 2 emails to your Bruinmail later on:

1) "Scheduled Payment Reminder" email about 3 days before the payment will be submitted.

2) the "Scheduled Payment Completed" email after the payment has been submitted.

Dear Student,
This is an automated message to inform you of an upcoming payment.

Students who have **scheduled their payment for automatic processing**, please review your payment details below.
The payment will be processed automatically on the scheduled date, and no further action is required.

Students who have set up their payment plans in-person with Accounts Receivable and **will make their payments manually**, please use this notification as a reminder to avoid the Tuition Payment Plan late fee.

If you have questions about how to cancel or modify this payment, please contact the Office of Accounts Receivable by email at AccountsReceivable@slcc.edu or by calling (801) 957-4480 no later than **1 full business day prior to the scheduled payment date**, so we can assist you with your requested adjustments.

Please Note: All payments are subject to approval and final verification.

Scheduled Payment Details:

Student Name: ▮▮▮▮▮
Account Number: xxxxx▮▮▮
Payment Date: 5/26/22
Payment Method: Credit
Amount: $200.00

Thank you.

Dear Student,
This is an automated message to inform you that your scheduled payment has been submitted successfully. If there are any issues with the payment, we'll let you know. your payment details are listed below.

Please Note: All payments are subject to approval and final verification.

Payment Details

Student Name: ▮▮▮▮▮
Payment Date: 5/26/22
Term: Fall 2021 Semester
Amount: $200.00
Payment Method: Credit
Confirmation Number: ▮▮▮▮▮

Thank you.