

# HOW TO USE MyICC



## Make a Payment

3/8/2021

Students not receiving financial assistance that covers their entire balance or are unable to pay their entire balance in full, may set up an ICC Tuition Payment Plan. You can find more information about setting up a payment plan [here](#).

- 1 Visit [my.icc.edu](http://my.icc.edu) and click on Tuition Payment.



Tuition Payment

- 2 Log in to the ICC Student Payment System.

- The payment system displays the student's total account balance including any estimated financial aid. Term balances are noted under the Term Balances section.
- Authorized parents, guardians or others will log-in using the Authorized Users section. Find out more about authorized users [here](#).

Click on User Type for Login

Students and Staff

Use your MyICC Login and Password

MyICC Username

Password

Login

- 3 Click on Make Payment.

Make Payment

- 4 Select Pay by Term, enter amount, and click Continue.

*Choosing Pay by Term guarantees that your funds are applied to the correct balance.*

☐ Pay by term

☐ Spring 2021

- 5 Select Method of payment from the dropdown menu and click Continue.

Notes:

- A separate, non-refundable convenience fee (2.95%/\$3 minimum fee) will be assessed at the time of each credit card payment for student account charges.
- Do not enter a Debit Card number.
- Any saved payment methods will appear in the dropdown menu

- *Electronic Check (Checking/Savings)- You will need complete Routing Number and Bank Account Number as found on a personal check.*

The diagram shows a check form with the following fields: 'Your Name' (1234 Main St, Any Town, USA 12345), 'Date' (with a dotted arrow pointing to a date field), 'Pay To The Order Of' (with a dollar sign and 'DOLLARS' label), 'Your Bank Name' (Address of Your Bank: Any Town, USA 12345), and 'For' (with a dotted arrow pointing to a check number field). Below the check number field, three labels with arrows point to the check number: 'Routing Number' (pointing to '123456789'), 'Account Number' (pointing to '000123456789'), and 'Check Number' (pointing to '1234').

## 6 Enter Account Information and Billing Information as instructed and click Continue.

- *This information will vary depending on your payment method. You will enter Credit Card payment information in PayPath after completing Step 7.*
- *You have the option to save this account for future use and/or make this your eRefund account before continuing.*

## 7 Review Payment Agreement. Mark checkbox to agree to terms and conditions and click continue to finish making payment.

The screenshot shows a payment agreement review screen. It features a checkbox labeled 'I agree to the above terms and conditions. (Print Agreement)'. Below the checkbox, there are two buttons: 'Cancel' and 'Continue'.

*Notes: A confirmation email will be sent to your ICC email address.*