How to make a Student Payment on myHACC

- Navigate to the Harrisburg Area Community College home page [http://hacc.edu/](http://hacc.edu/)
- Click on myHACC (located to the left of the Site Search box).
- Select Enter Secure Area
- Input your Hacc ID for the User ID.
- Input your PIN
- Select the Student Tab
- Select Pay My Account under the Student Accounts section (you will be redirected to our Student Payment site).

Your Payment page will look similar to the one below.

- Under Your Account, Select Click here to make a payment
- Your account currently has the following tuition charges: Select the term and the charges making payment. Tuition and Fees and/or Other non tuition student fees may be displayed for the same term. In order to pay off all charges for a term, you will need to make payment towards each charge.
- After selecting the charges to pay, please change (if necessary) the amount paying.
- Select Add To Pending Payments
- If paying for more than one charge on account (Tuition and Fees or Other non-tuition student fees for multiple terms), select Payable Charges to pay for other charges on Account (charges applicable to multiple terms). Modify the amount paying if necessary. Skip this step if only paying for one charge on account.
- Select Add to Pending Payments
- Edit or Delete Your Selected Pending Payments as desired, then select Check Out.
- Under the Select Method of Payment: select pay by credit card (MasterCard, Visa or Discover Card) or by electronic check (ACH for checking or savings accounts).

Payment by Credit Card: Select Enter new credit card information or select an existing saved credit card, select Checkout. Enter credit card information.
Payment by Electronic Check: Select **Enter new electronic check information or select an existing saved electronic check**, select **Checkout**. Enter bank information. Contact your banking institution for questions regarding your account number, the Routing Transit Number (also known as ABA number), or if your account is permitted to be converted to an electronic check format (most accounts are permitted). Select **Continue Checkout**. Note: electronic check payments may take up to five business days to appear on your checking or savings account.

- Confirm payment information and select **Submit Payment**.
- A receipt will be emailed (email account entered during payment processing) to you after your transaction is processed.