

## How to make a Student Payment on myHACC

- Navigate to the Harrisburg Area Community College portal page <https://my.hacc.edu/>
- Input your HAWKMail prefix for the **User ID**.
- Input your **Password**
- Select the **Registration/Records** area on 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.

The screenshot shows the HACC Online Payments interface. At the top, there is a navigation bar with links for 'account summary', 'make payment', 'pending pmts', 'help', and 'sign out'. The main content area is titled 'Hacc Online Payments' and includes a user name 'Ima Test'. There are several sections: 'Your Account' showing a current balance of \$1,000.00 and a link to 'Click here to make a payment'; 'Your Recent Payments' with a table of payments; 'Installment Payment Plans' with links for Summer I and II; 'Saved Accounts' with a table containing one entry 'test'; 'HACCOne.com' with a link to 'Access HACCOne.com'; and 'Parent PINs' with a table of authorized users.

Your Recent Payments			View All
04/18/2012	\$60.00	View	
04/18/2012	\$30.00	View	
04/18/2012	\$30.00	View	

Saved Accounts		Add New
test		Edit Delete

Parent PINs		Add New
You currently have the following Authorized Users set up:		
NR: MYMOMTEST		Edit Delete

- 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.