

# How to Make Payment on your Student Account

To make payments to your student account use the following steps:

1. Log into MyMC and access your student account using “Pay My Bill”

The screenshot shows the Montgomery College MyMC portal. The top navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Refunds', and 'Help'. The user is logged in as Emma E. Bernal. The main content area is divided into several sections:

- Announcement:** Contains several notices, including one about eRefund Accounts Set Up and another about Two-Factor Authentication for eRefund Accounts.
- Student Account:** Shows the account ID as xxxxx1001 and a balance of \$3,364.20. There are buttons for 'View Activity' and 'Make Payment'.
- Statements:** Lists the latest eBill Statement (5/28/21) and the latest 1098-T Tax statement (2018 1098-T Statement), both with 'View Statements' buttons.
- My Profile Setup:** Includes links for Authorized Users, Personal Profile, Security Settings, Consents and Agreements, and Electronic Refunds.
- Term Balances:** A table showing balances for Spring 2021 (\$817.20) and Fall 2020 (\$2,547.00).

2. Select “Make a Payment” from the top menu – The Account Payment screen will be displayed.

## Account Payment

The Account Payment screen displays a progress bar with four steps: Amount, Method, Confirmation, and Receipt. Below the progress bar, the Payment Date is set to 7/20/21. The 'Pay By Term' section allows users to select a term and input a payment amount. The current term is Spring 2021 with a balance of \$817.20. The input field shows \$817.20 and an 'Add' button. Below this, the Fall 2020 term is shown with a balance of \$2,547.00 and an input field showing \$2,547.00 with an 'Add' button. At the bottom, the Payment Total is \$0.00. A 'Continue' button is located at the bottom right.

3. Select your term(s) and enter the amount of the payment in the box to the right of the amount owed as shown in the next two screen shots. Press “Add” to enter your payment amount. As in the first screen shot example \$700 has been added to the total. To change or “Remove” the payment amount press remove and that amount will be subtracted from the total. The second screen shot shows the partial payments entered for two terms.

Once you have selected your payment amounts press the green “Continue” button.

## Account Payment



Amount



Method



Confirmation



Receipt

Payment Date: 7/20/21

### Pay By Term

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

Spring 2021 | \$817.20

 Remove

Select input to change payment amount

Fall 2020 | \$2,547.00

 Add

Select input to change payment amount

Payment Total \$700.00  
\$700.00

Continue

### Pay By Term

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

Spring 2021 | \$817.20

 Remove

Select input to change payment amount

Fall 2020 | \$2,547.00

 Remove

Select input to change payment amount

Payment Total \$2,247.00  
\$2,247.00

Continue

4. Select Credit or Debit Card from the “Method” drop down and press the green “Continue” button.

## Account Payment

Progress bar: Amount — Method — Confirmation — Receipt

Amount: \$2,247.00

Method:

Buttons: Back, Cancel, Continue

**Debit and Credit Card** - We accept the following credit and debit cards.



**ATM Debit Card** - The following networks are supported. Debit cards issued by Bank of America, Chase, US Bank, and Wells Fargo cannot be processed as a debit card online.



5. Fill in the Card number and press the green “Continue” button.

## Account Payment

Progress bar: Amount — Method — Confirmation — Receipt

Amount: \$2,247.00

Method:

**Account Information**

\*Indicates required fields

\*Card number:

Buttons: Back, Cancel, Continue

**Debit and Credit Card** - We accept the following credit and debit cards.



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6. Finish your transaction by completing the “Confirmation” - and “Receipt” steps.

If you have questions you may contact a cashier for assistance. The contact and office hours for cashiers can be found here: [Cashier Contact and Office Hours](#) or you may email [acctrec@montgomerycollege.edu](mailto:acctrec@montgomerycollege.edu)

**Cashier Hours:**

Hours at all location may vary due to staffing limitations. Cashier Office in all three campuses are closed 1-2 p.m.

**Germantown Campus**

SA 105  
240-567-7836

Monday: Closed  
Tuesday: 8:30 a.m.–4:30 p.m.  
Wednesday: 8:30 a.m.–4:30 p.m.  
Thursday: 8:30 a.m.–4:30 p.m.  
Friday: 8:30 a.m.–4:30 p.m.

**Rockville Campus**

SV 106  
240-567-5342

Monday: 8:30 a.m.–4:30 p.m.  
Tuesday: 8:30 a.m.–4:30 p.m.  
Wednesday: Closed  
Thursday: 8:30 a.m.–4:30 p.m.  
Friday: 8:30 a.m.–4:30 p.m.

**Takoma Park/Silver Spring Campus**

ST 213  
240-567-1526

Monday: 10:30 a.m.–4:30 p.m.  
Tuesday: Closed  
Wednesday: Closed  
Thursday: 8:30 a.m.–4:30 p.m.  
Friday: Closed