

## Review Account and Make a Credit Card Payment

- Log on to MECC webpage [www.mecc.edu](http://www.mecc.edu).
- Click on **MECC Online** to go to the MECC *Online* information page.
- Click on the **MECC Online Login** button.
- Enter your User Name and Password.
- Click on **VCCS SIS8.9 – Student Information System**
- Click **Self Service > Campus Finances > Account Inquiry** to view several presentations of your student account and make an online payment using a MasterCard or Visa credit or debit card. Make a payment by check and mail to MECC Cashier using the Remittance Address that may be displayed by clicking the link at the bottom of the **Summary** panel.
- Click the **Activity** tab to view your account activity. The **Activity** view provides a historical summary of the charges and payment activities of your account. You may specify either a **date range** or **term** to view account activity.
- Click the **Charges Due** tab to view total charges due. A detail of charges due are presented at the bottom of the panel. Detail charges may be viewed for **All Terms** or a **specific Term**. The **Charges Due** represents only the charges that may be paid online. You may have other charges on your account that MECC requires you to pay via **alternate payment methods**.
- Click the **Payments** tab to view **posted** and **pending** payments applied to your account. If a payment on your account is reflected as pending for more than 1 business day, contact the Cashier ([eCashier@me.vccs.edu](mailto:eCashier@me.vccs.edu) or 276 523-7475) for assistance.
- Click the **Pending Financial Aid** tab to view financial aid you have been offered but not yet applied to your account. Actual financial aid awards are posted to accounts approximately two weeks after the end of the Add/Drop period and may be viewed on the **Activity** tab when that process has occurred.
  - Your term award assumes you are enrolled full-time (12 credits).
  - If you are enrolled less than full time, offered aid will be decreased proportionally to actual aid after the second week of classes. (i.e. \$1,000 of offered aid is reduced to \$750 (75%) if you are enrolled for 9 to 10 credit or \$500 (50%) if your are enrolled for 6 to 8 credits.)
  - If the actual amount is not enough to pay all tuition, you must pay the balance before the third week of classes.
  - If you have not paid the balance due before the third week of classes you may be dropped from enrollment for the term.
- Click the **Make a Payment** tab to complete the four step on-line payment process using either a MasterCard or Visa credit or debit card.
  - **Specify Payment Details** – In the **Credit Card Details First Name** and **Last Name** boxes, type the name as it appears on the credit card. Choose a credit card type by clicking on the **Credit Card Type** box down arrow and clicking on a choice – **ONLY VISA and MasterCard are currently accepted**. Type your **credit card number** and **expiration date** in the **Credit Card Number** and **Expiration Date** boxes. Do not use dashes in the credit card number. Use the **drop down arrows** to specify the month and year for the expiration date. Click the **NEXT** button at the bottom of the panel to proceed to the next step.
  - **Specify Payment Amount** – Click the **Pay Charges** button to automatically select all unpaid charges for the **Payment Amount** column. Click the **Zero Out Amounts** button to clear all amounts from the **Payment Amount** column. You have the option of making selective payments for a specific class(es). Use the **Calculate Grand Total** button to total your selective payments. Click the **NEXT** button at the bottom of the panel to proceed to the next step.

- **Confirm Payment** – View the **Payment Summary** information to confirm payment details are correct. Click the **SUBMIT** button at the bottom of the panel to proceed to the final step.
- **Payment Result** – Confirms that the on-line payment processed and posted successfully to your account. You may click the **VIEW CONFIRMED PAYMENT** button to view and print the payment confirmation to retain as documentation of your on-line payment.
- After making an on-line payment, you have the option to make another payment, or click any of the tabs to view your account and detail activity.