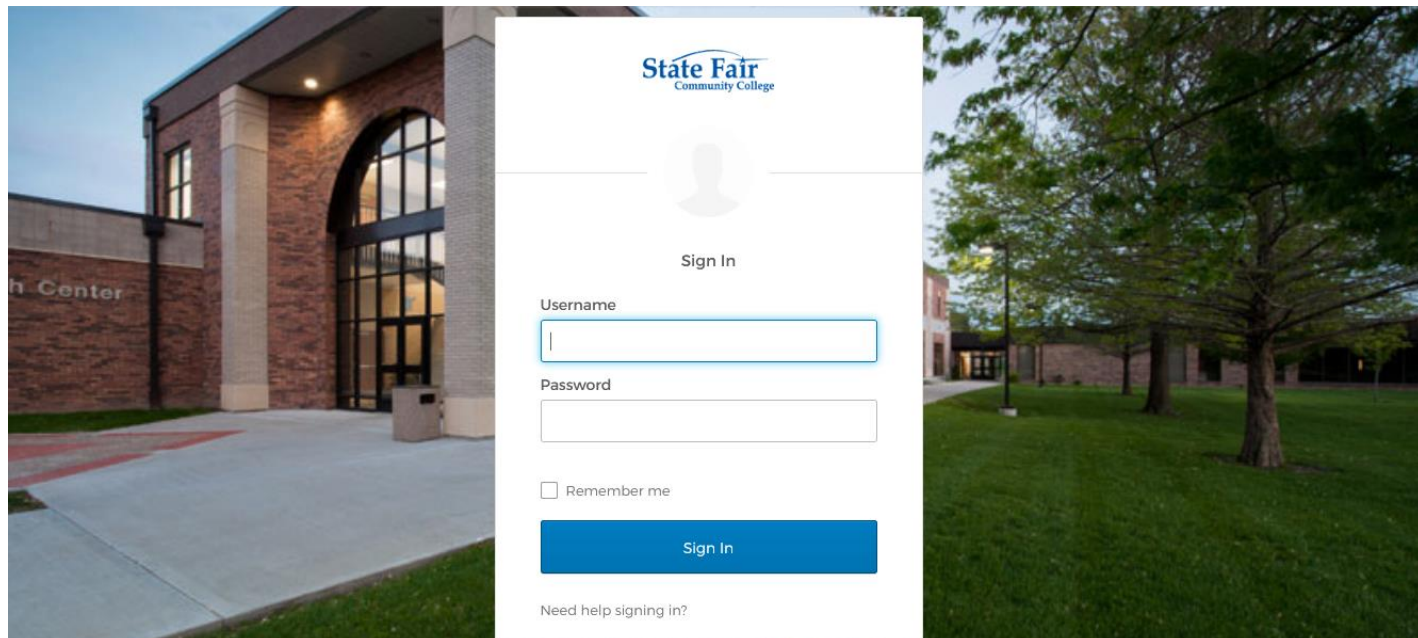


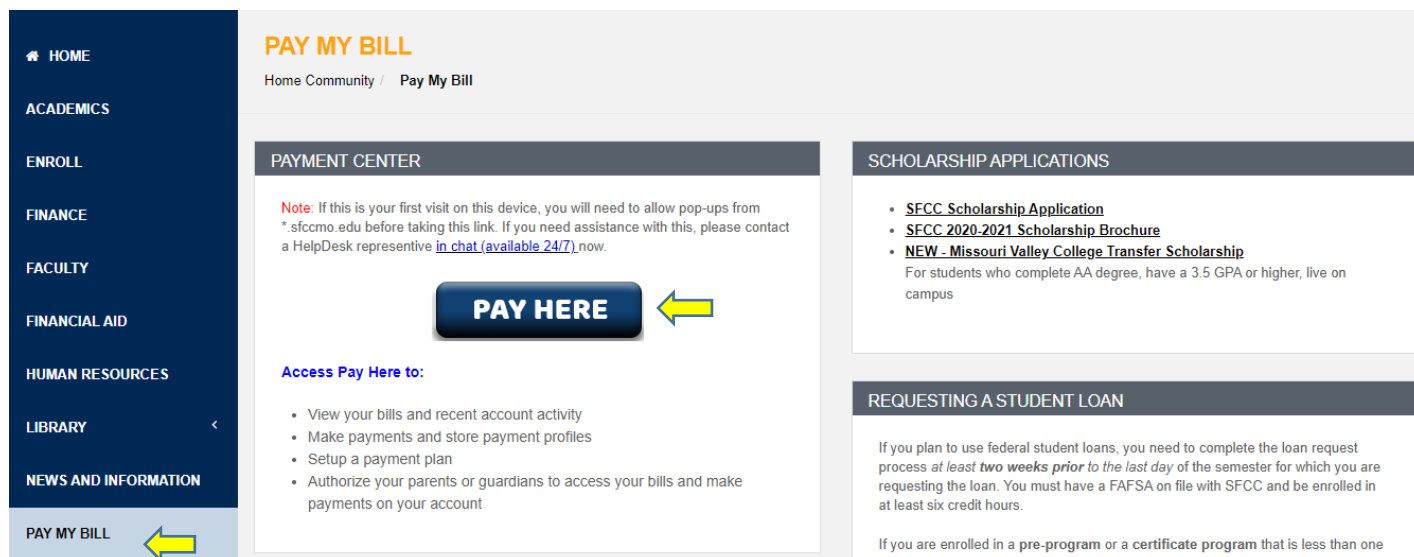
• Working With The MySFCC Payment Center •

Section 1: Accessing the Payment Center

Access MySFCC at mysfcc.sfccmo.edu/ with Chrome, Firefox, Internet Explorer 10 or Internet Explorer 11. **Note:** At this time, Microsoft Edge is not compatible, nor are some older versions of browsers.



Select the **Pay My Bill** tab and choose the **PAY HERE** button to access the Payment Center.



After selecting the Payment Center link, a pop-up bar might prevent the new window from opening. Look for messages or options that prevent the Payment Center from displaying. Many times, as shown below, you can select options on the pop-up bar to allow pop-ups for a site.

mySFCC Payment Center has opened in a new window. You will need to disable all pop-up blockers to access the Payment Center. For assistance in disabling pop-up blockers, click [How to Disable Popup Blockers](#). Please close the Payment Center window when you are finished.

[View Account Summary by Term](#)

RELEASE: 8.2.0



NOTE: If you are directed to a screen similar to the one pictured below, you will need to close your web browser **entirely**, and clear your cookies and cache before reopening your web browser and MySFCC.

Login Screen for Authorized Users

SFCC students *do not* access the MySTAR Payment Center through this screen.

[Forgot Password](#)

[Login](#)

SFCC staff does not have access to student PINs.


Students: If you have reached this screen, please close your browser, clear your cookies and cache, then reopen your web browser and MySTAR.

Authorized Users: Your student must grant access to this screen through their MySTAR account.

Section 2: Enroll in a Payment Plan


1. After selecting the Payment Center link, chose **Enroll in Payment Plan** under your student account in the middle of the page.


Student Account	ID: xxxxx
Balance	\$
Estimated Financial Aid	\$
Balance Including Estimated Aid	\$
<div>View Activity Enroll in Payment Plan</div>	



2. Under the Plan Enrollment section, select the term for which you are enrolling in a payment plan from the **Select Term** drop down box.

Payment Plan Enrollment


Select


Schedule


Select Term


Select Term


Spring 2020

Select

3. Review the payment plan options and click the **Select** button by the plan in which you would like to enroll.
- Payments are scheduled to process on the 5th of the month, unless the 5th falls on either a weekend or banking holiday. If this occurs, the payment will be scheduled for the next available working day.
 - FAFSA Pending Plans: The \$25 payment plan setup fee is charged to the student account, and financial aid can be used to pay this fee with student's permission (Financial Aid Terms & Conditions).
 - Payments are scheduled for later in the semester to allow time for financial aid to post to students' accounts, and for financial aid to begin paying off the scheduled payments.
 - The initial payment plan setup will calculate the monthly payments *before* any financial aid awards reduce the balance due.
 - Any payments made on the account, including financial aid awards, will pay toward the first scheduled payment, and then once that payment is paid in full, will go toward the next scheduled payment.
 - Monthly Payment Plans: The \$25 payment plan setup fee and any applicable down payment *will be processed upon enrollment in the payment plan*. The earlier students enroll in a monthly payment plan, the more options and number of payments they will have.
 - Students will have holds on their accounts until **ALL** payments for the semester have been completed. These holds will prevent the student from receiving an official transcript from SFCC, and may also prevent registration.


Select

Schedule

Agreement

Select Term

Plan Name	Setup Fee	Installments	Action
Spring 2020 FAFSA Pending Plan	\$25.00	2	<input type="button" value="Details"/> <input type="button" value="Select"/>



4. After selecting your payment plan option, review the Payment Schedule. After reviewing the Payment Schedule, select **Continue** to open the **Payment** tab. The Payment Schedule reflects the current account information (prior to any financial aid paying on the account). Payment plans recalculate each morning, and payment amounts will change as account balances change (i.e., Campus Store charges, financial aid payments, class schedule changes). Email notices are sent to your SFCC email account when payment amounts change.

Spring 2020 FAFSA Pending Plan

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received. In the [Account Activity](#) page, you can review all recent charges and credits to your account.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition		
Fees		
Payment plan setup fee		

Balance:

Optional down payment

Payment Schedule

Description	Due Date	Amount(\$)
Installment 1	4/6/20	
Installment 2	5/5/20	

Total of installments:

[Back](#) [Cancel](#) [Continue](#)

5. Click the **Select Method** dropdown box.

Payment Plan Enrollment

Select

Schedule

Payment

Agreement

This plan requires scheduled payments.

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Method






Select Method

Electronic Check (checking/savings)

Credit or Debit Card

[Back](#) [Cancel](#) [Continue](#)

Electronic Check - Payments can be made from a personal checking or savings account.
Debit and Credit Card - We accept the following credit and debit cards.



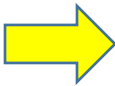
6. If this is the first time enrolling in a payment plan through the MySFCC Payment Center, choose either “Electronic Check (checking/savings)” or “Credit or Debit Card” from the dropdown menu. If returning to the Payment Center, choose an existing payment method. Complete the applicable fields and continue. This process will save your information for future use.
7. Review the transaction details and if everything looks correct, submit to confirm the payment. There is a one- or two-page agreement statement based on payment method that should be reviewed.

Section 3: Statements (eStatements)


Statements referred to as eStatements are loaded into the MySFCC Payment Center after paper copies have been mailed. Email notifications and text messages are sent to inform you that an eStatement has been loaded into the Payment Center. To access the eStatements, log into the MySFCC Payment Center and click “View Statements” under the Statements section in the middle of the home page.

Statements

Your latest eBill Statement
(9/27/19) Statement : \$

[View Statements](#)

1. To make a payment, select the **Make Payment** Tab.

 [My Account](#) **[Make Payment](#)** [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#)

2. Select either **Current Account Balance** or **Pay by term** radio button. Clicking the **Pay by term** radio button will result in the payment posting to the term(s) chosen.

Payment Date

12/11/19



☐ Current account balance

☐ Pay by term

☐ Spring 2020

Memo

3. Enter the amount of the payment(s) you are wanting to make in the appropriate box(es) and click **Continue**.

Payment Date 

☐ Current account balance \$

☐ Pay by term \$

☐ Spring 2020

Payment Total: \$0.00

4. Click on the **Select Method** dropdown box. If a payment method has been previously saved, it will appear in the dropdown box. Otherwise, choose either **Electronic Check (checking/savings)**, **Credit or Debit Card**, or **Bank Wire**. Review Section 2 for details on setting up a payment method.

Amount \$0.50

Method

Select Method

Electronic Check (checking/savings)

Credit or Debit Card

Bank Wire

5. After selecting the previously saved payment method (created in Section 2) in the dropdown menu, or by entering new payment information, review the confirmation page and click **Submit Payment**.
6. A message with a confirmation number will appear indicating the payment has been processed successfully. Print the page as needed for your records.
7. A receipt with the payment details will be emailed to your SFCC email account that looks similar to the message below.

If any issues or concerns occur through this process, please contact the Business Office at 660-530-5826.