

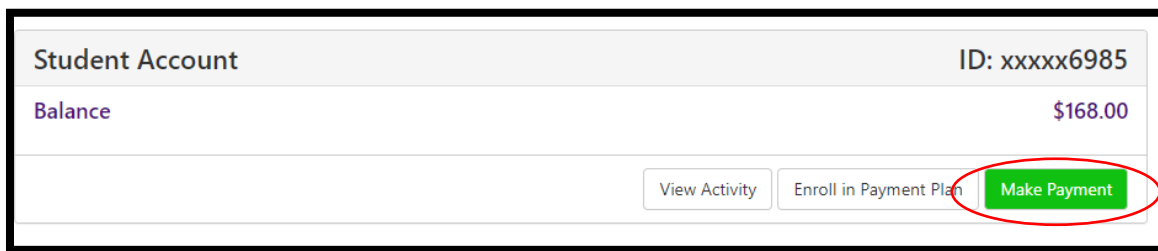
Paying for LCC Classes

Once you have registered for your class, you can pay for it with a credit card or sign up for a payment plan.

1. Go to www.lcc.edu and click **myLCC** in the upper right corner.
 - a. Enter your **Username** and **Password**, then click **Login**.
 - b. If you do not know your log-in information, you can click **Forgot your password?**, **Forgot your Username?**, or call the help desk at 517-483-5221.
2. Click on **Banner** at the top of the page.
3. Click on the **Student** box. Then click on the **Student Finance/Touchnet** box. Then select **Pay on Account**.
4. Click on the **I Agree** button to open TouchNet, and maximize the popup screen to view all buttons.
5. If you have not set up your refund method, you will be prompted to do so before paying your bill. A bank routing number and bank account number will be required.

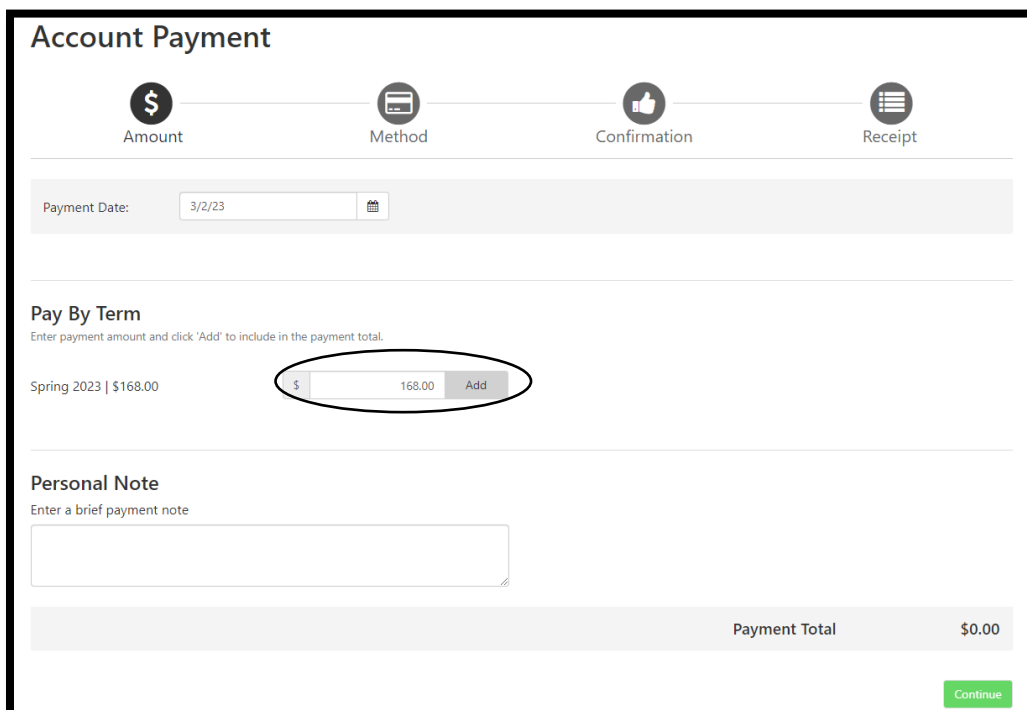
You will have a choice to **Make Payment** (go to Step 6) or **Enroll in Payment Plan** (go to Step 12).

6. **To pay your bill in full**, click on the **Make Payment** button.



The screenshot shows the 'Student Account' page. At the top right, the ID is 'xxxxx6985'. Below the account name, the balance is listed as '\$168.00'. At the bottom right, there are three buttons: 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. The 'Make Payment' button is highlighted with a red circle.

7. Enter the payment amount and click the **Add** button. If desired, add a brief payment note. Click **Continue**.



The screenshot shows the 'Account Payment' page. It has four tabs: 'Amount', 'Method', 'Confirmation', and 'Receipt'. Under the 'Amount' tab, there is a 'Payment Date' field set to '3/2/23'. Below that, there is a 'Pay By Term' section with a table showing 'Spring 2023 | \$168.00'. In this table, the '168.00' value is circled in red, and an 'Add' button is next to it. Below the table is a 'Personal Note' section with a text input field. At the bottom right, there is a 'Payment Total' of '\$0.00' and a 'Continue' button.

8. Select the payment method: **Credit or Debit Card**. Click **Continue**.
Fill out the Account Information: **Card number**. Click **Continue**.

Account Payment

Amount: \$168.00

Method: * Credit or Debit Card

Account Information

* Indicates required fields

* Card number:

Back Cancel Continue

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

Visa Mastercard American Express Discover DCCard

9. Complete the **Account Information** and **Cardholder Billing Information**. Click **Continue**.
10. Review the transaction details and click the **Submit Payment** button.
11. View and print your receipt.

END OF PROCESS FOR PAYMENT IN FULL.

12. To enroll in a payment plan, click on the **Enroll in Payment Plan** button.

Student Account ID: xxxxx6985

Balance \$168.00

View Activity Enroll in Payment Plan Make Payment

13. From the drop down menu, select the term (Fall, Spring, Summer). Click the **Select** button.
14. Click the **Details** button to view the plan conditions, payment due dates, enrollment deadline, and installment payments for each available option. Click the **Select** button for your preferred option.

Payment Plan Enrollment

Select Schedule Agreement

Select a term Summer 2023 Select

Plan Name	Installments	Late Payment Fee	Action
Summer 2023 Bi-Weekly Payment Plan	6	\$30.00	Details Select
Summer 2023 Employee Sponsored Payment Plan	3	\$30.00	Details Select
Summer 2023 Deferred Bi-Weekly Payment Plan	4	\$30.00	Details Select
Summer 2023 Monthly Payment Plan	3	\$30.00	Details Select

15. Review the Plan Description and Payment Schedule. If desired, enter a down payment amount and click **Update Schedule**. Then click **Continue**.

The screenshot displays two main sections: 'Eligible Charges and Credits' and 'Payment Schedule'.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	228.00	
Student Support Fee	60.00	
Registration Fee	25.00	
Balance: 313.00		

Optional down payment:

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$0.00**

Description	Due Date	Amount(\$)
Down payment	Due now	50.00
Installment 1	5/10/23	87.67
Installment 2	6/10/23	87.67
Installment 3	7/10/23	87.66
Total of installments:		263.00
Total due now:		50.00

Buttons: Back, Cancel, Continue

16. Select the payment method: **Credit or Debit Card**. Click **Continue**.
Fill out the Account Information: **Card number**. Click **Continue**.

The screenshot shows the 'Account Payment' form with a progress bar at the top: Amount, Method, Confirmation, Receipt.

Amount: \$168.00

Method:*

Account Information

* Indicates required fields

*Card number:

Buttons: Back, Cancel, Continue

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

Logos: VISA, MasterCard, American Express, DISCOVER, DCCard, Discover Card

17. Complete the **Account Information** and **Cardholder Billing Information**. Click **Continue**.
18. Review the Payment Plan Agreement and click the box **I agree to the terms and conditions**. Click the **Continue** button.
19. Click the **Enroll Now** button.
20. View and print your receipt.

END OF PROCESS FOR PAYMENT PLANS.

If you have any payment questions, call Student Finance at 517-483-1272 or email student_finance@star.lcc.edu.