



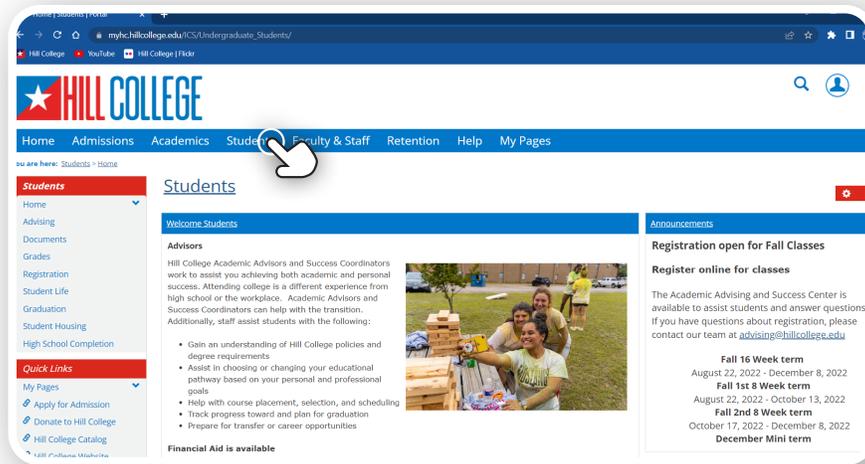
# PAYMENTS MADE EASY

Make your payments quick and easy online.

Visit the **Student Survival Page** on our website and click on **MyHC**.



## MyHC Portal



## 6 EASY STEPS

- 1. Sign in to MyHC**  
*TOP RIGHT CORNER*
- 2. Click the "STUDENT" tab**  
*TOP CENTER OF THE PAGE*
- 3. Click on Finances**  
*LEFT HAND SIDE*
- 4. Select the term you want to pay**  
*FROM THE DROPDOWN MENU*
- 5. View your balance**  
*AT THE BOTTOM OF THE PAGE*
- 6. Select "Enroll in Payment Plan" or "Make Payment in Full"**

\*If you select "Enroll in Payment Plan", it will take you to the College Green payment plan page to set up your payment plan. There is a \$35 fee to enroll.  
\*\* If you select "Make Payment in Full", it will take you to the College Green One-Time payment screen.

## SET UP OR CHANGE A REFUND CHOICE

- 1. Sign in to MyHC**  
*TOP RIGHT CORNER*
- 2. Click the "STUDENT" tab**  
*TOP CENTER OF THE PAGE*
- 3. Click on Finances**  
*LEFT HAND SIDE. THERE'S ALSO A DROPDOWN MENU HERE*
- 4. Click on "Click to Submit Direct Deposit Designation"**  
*FROM THE DROPDOWN MENU*

You will then be taken to the Student Refund Choice page. It should say your name at the top. Here you can choose to use your existing bank account, or you can choose the student checking account offered by Herring Bank (Herring Bank debit card). Once you have completed the steps for refund choice, click "I Accept & Finish".