Step 1. Log into workday and click the "Finances" app.

limely Su	iggestions	Your Top Apps
ß	You have a Past Due Balance Hold Make a payment to resolve your past due balance	Student Jobs at NCC
æ	Due Now Amount is \$200.00 Make Planment \$200.00 at Harthampton Community College	Academics
Î	Keep Your Home Contact Information Updated We would like you to review your Contact Information and ensure it's Update Contact Info up to date	Finances El ViewAllAppa

Step 2. Click "Make a Payment."

Yies Vore			Van Men		
My Financial Aid Action Items		 Financial Aid View Francial Ait Accept/Decline Awards My Account BesistAdate - Istudent Refund Port View Statement 	rtal		
Account Activity		Manage Paperless 1098-T Marie (2)			
	0.00 0	Utstanding Charges	0.00 General Date	0.00 fitzetDat	

Step 3. Enter "Payment Description" as "Online Payment and Payment Plan" and keep "Payment Amount" as is. Click "OK." You are not making your payment here- it is just showing your total balance to confirm it. You can change payment amount once you get into the payment portal in further steps.

2023 1098-T's are now avail residence are in part and failed to change the lo	entralise on the Majoranet entries and the State of Payment Add	na na mana a panané a na and a tao ka na na ang a
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	Make a Payment × Total Account Italance 300.00 Due New 200.00 Payment Description • Define Payment & Payment & III Payment Amount • 200.00	
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Step 4. Check the box to confirm.

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Step 5. **DO NOT** click "Done" if you see this window pop up that says "Processing". It will bring you back to workday, but we want to get to the payment portal. Just wait to be directed to the payment portal automatically. You should see the spinning wheel (in the next image) once that window goes away.

Make a Payment Student Payment Session - (0/21)	臣 信 × 2014 7 13 41 547 AM (Processing)	
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NORTHAMPTON	
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Step 6. Once in the payment portal, your screen should look like this: Click "Make a Payment" in the bottom right hand corner.

Account Ivana TestStudent	D Fayments will be appli balances first.	ied to pask due
IView		\$200
ea Raymost Summary		
2024 Spring		\$205.00
Balance		\$200.00
	13 T	
	Do you want help paying?	
	Do you know someone that would	

Step 7. Enter the amount you would like to pay. Please note if you owe for more than one semester, and you do not "check all", **your payment will go to the oldest balance despite which semester you select in the payment portal.** If you "check all", you are selecting to pay off all semesters you owe balances for. If you only owe for one semester, the "check all" becomes checked automatically as seen below.

RTHAMPTON					
My Account		Song Lat 3. Pay annual 			
Overview		How much would you like to pay?			
Make a Payment	Balance items				
Transactions	👿 Uncheck all 📋 1 of 1 selected				
Help:	Description	Balance	Amount		
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			Manimum \$250		
	Total balance			\$200.00	
	Pay amount Remaining Solarce			\$200.00 \$0.00	
500	forms required (VVI)				Ø
Pay	ment litere				\$200

You can change the payment amount by clicking in the "Amount" box to edit. Just remember, if you owe for multiple semesters, payments **WILL** go to the oldest balance if it is not for the total due between all semesters. If you only owe for one semester, you **WILL** still have a balance remaining if you do not pay the full amount due.

		Step-1 of 3: Pay amount	
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	and and a second dear		Ø
	ayment 1 fiem		\$100

Step 8. Once you have selected the amount you are going to pay, click "Checkout" and select whether you want to use a credit/ debit card or an international payment. Then, enter payment information, follow the rest of the steps until it says "Thank You for Your Payment"

NORTHAMPTON	Make a Payment		
(B) My Account	C Paparaula	Sizy 2 of 3: Payment we had	
Make a Payment Transactions Indep Sign Clut		How would you like to pay? Payment amount \$100 • Payment method New credit or debit card International payment	
	Sener ongener somer	Cancel	Gastas

To view your receipt go to the "Transactions" page (found on the left side toolbar) and click on the blue receipt number (under "Receipt"). You can either just view the receipt, or you can print it by clicking the printer icon (circled) on the top right corner of the second image.

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	STUDENTIAL 6 2020 2020			- 52026720740	

Amount

\$1.00

Payments received

VISA (**** 7285)