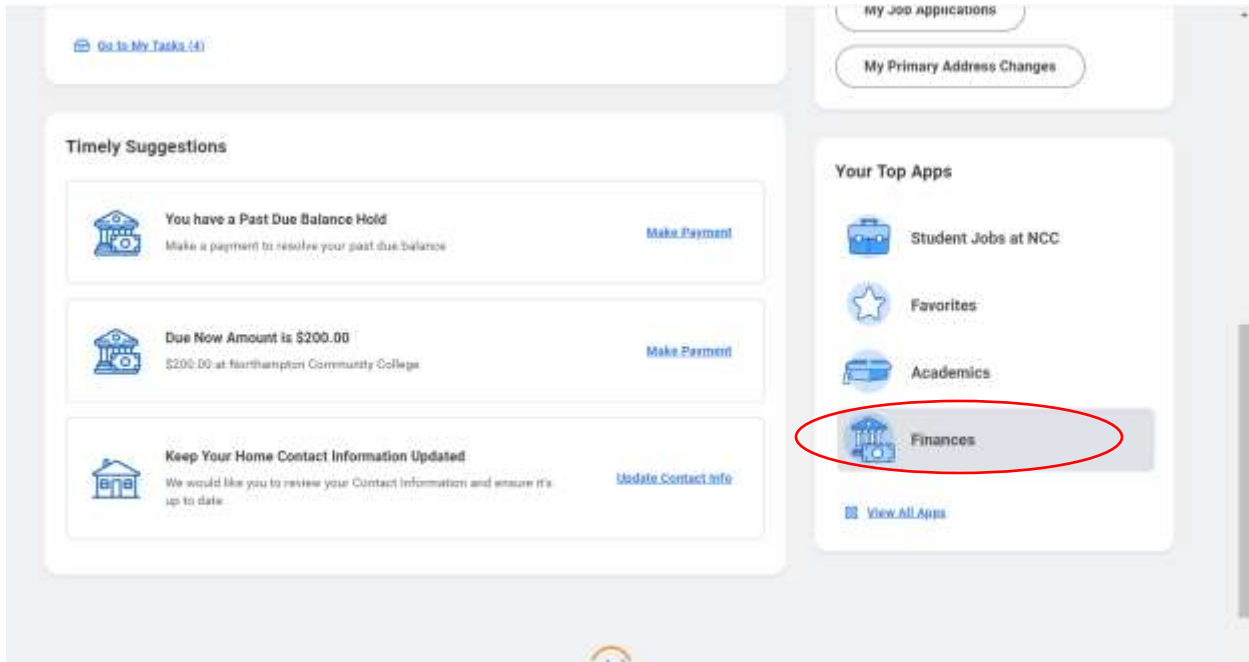
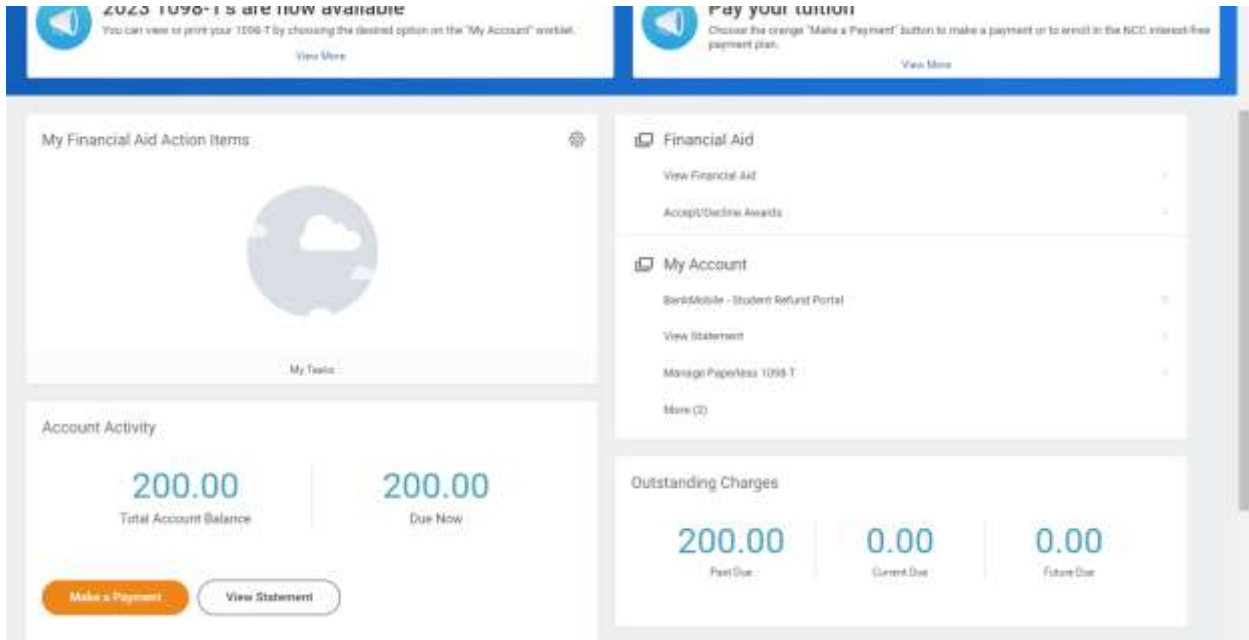


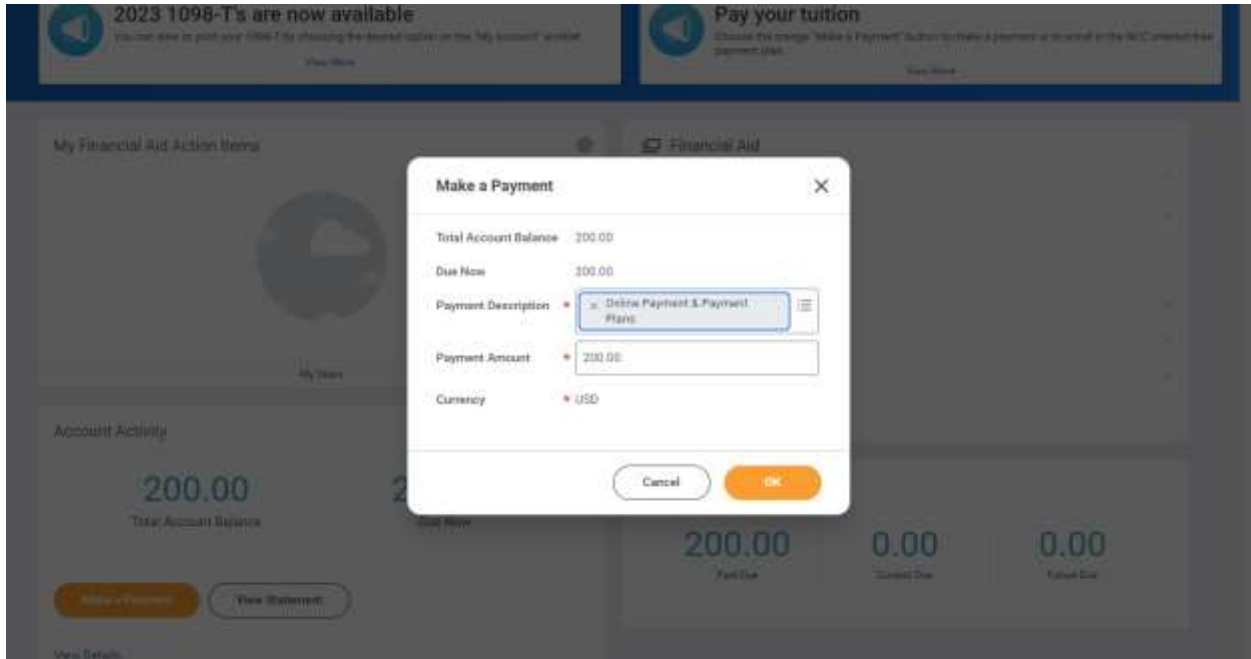
Step 1. Log into workday and click the “Finances” app.



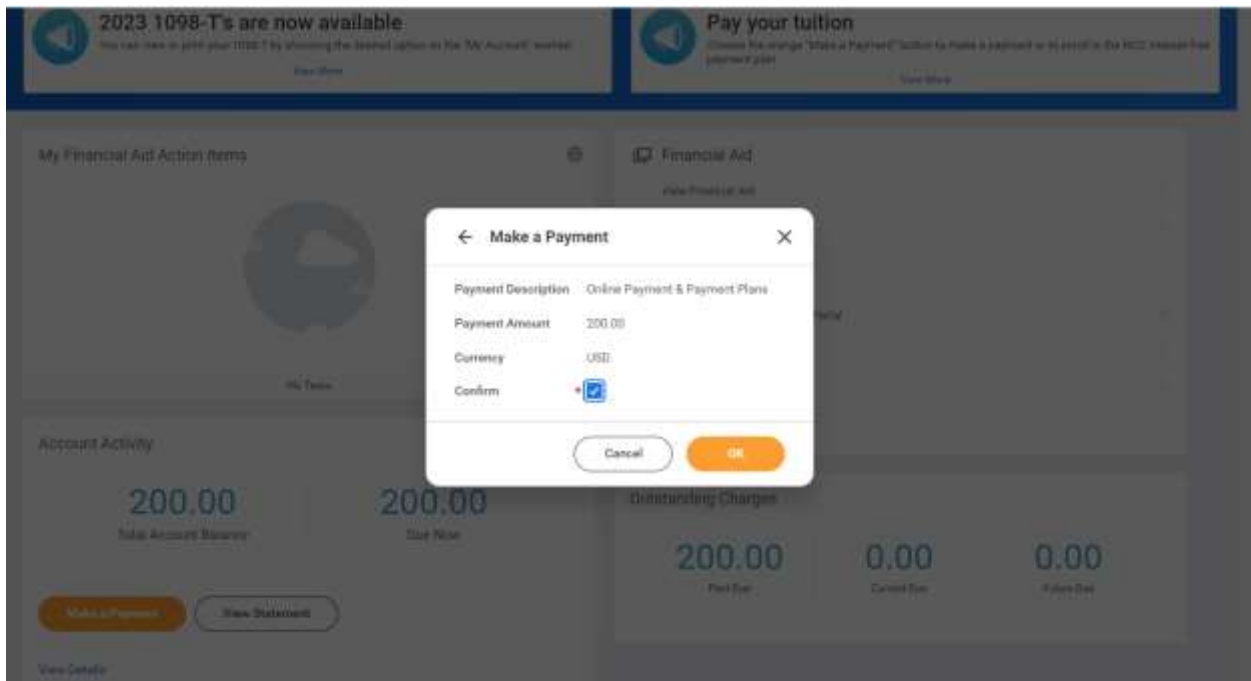
Step 2. Click “Make a Payment.”



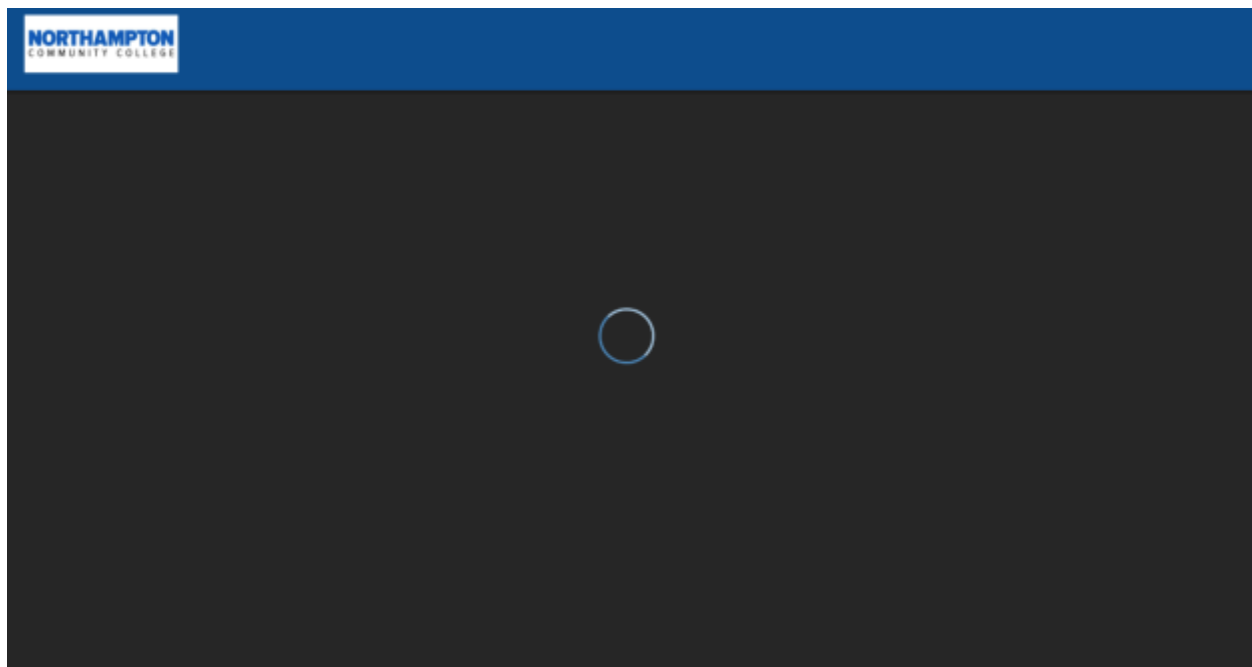
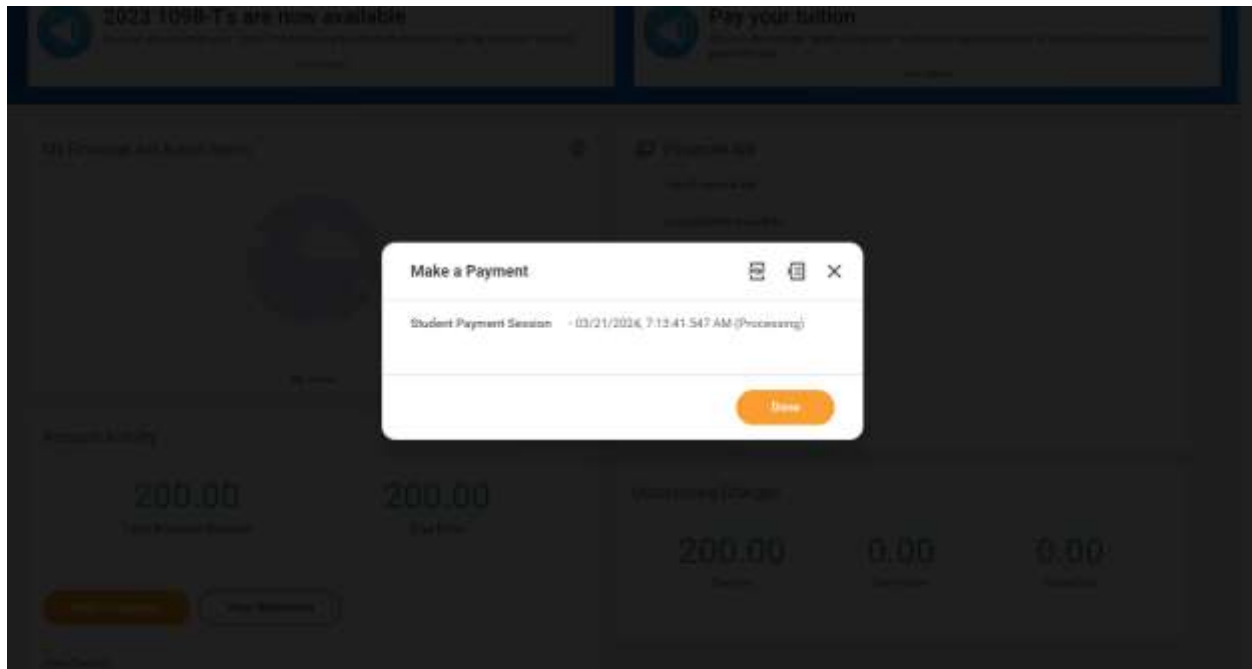
Step 3. Enter "Payment Description" as "Online Payment and Payment Plan" and keep "Payment Amount" as is. Click "OK." You are not making your payment here- it is just showing your total balance to confirm it. You can change payment amount once you get into the payment portal in further steps.



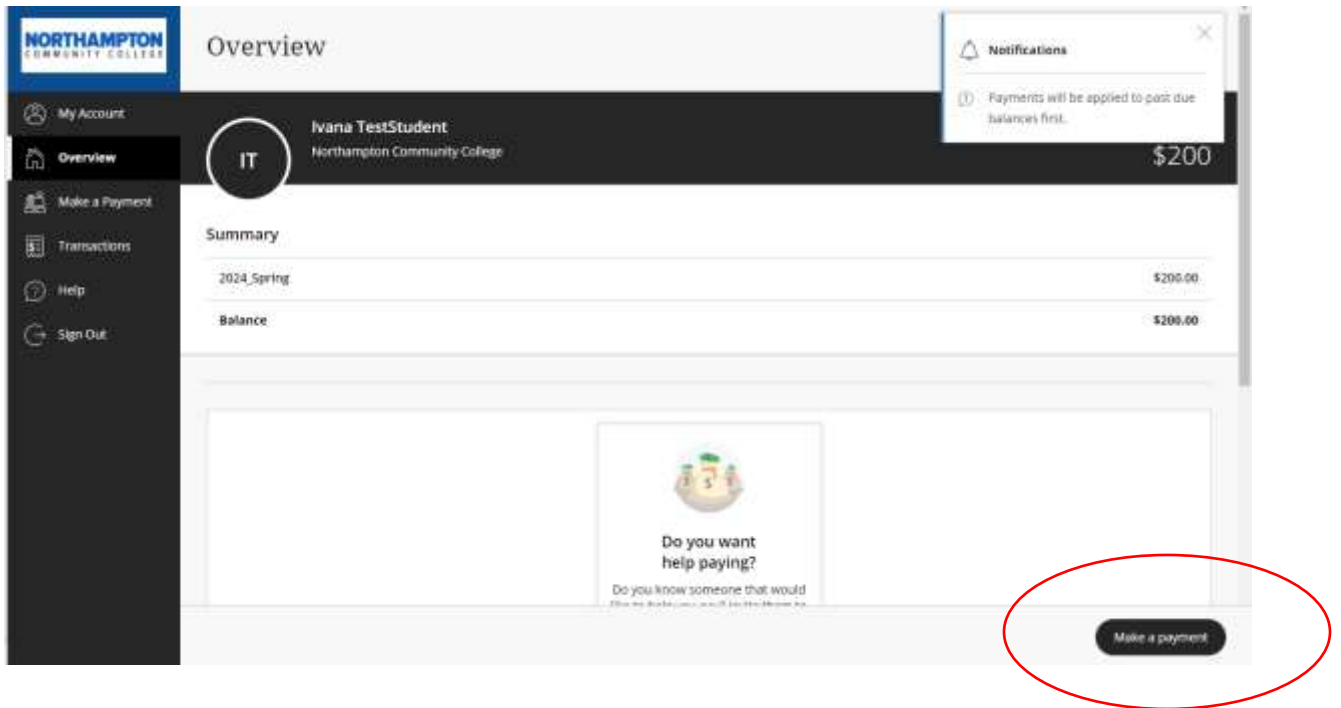
Step 4. Check the box to confirm.



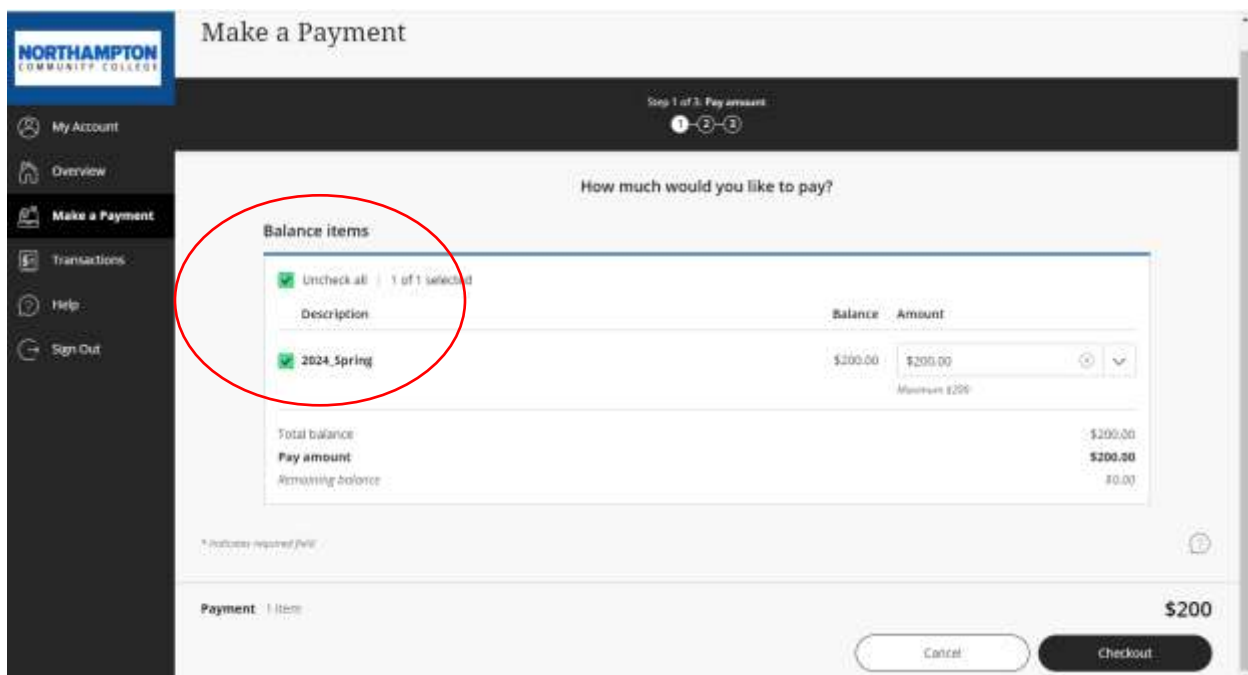
Step 5. **DO NOT** click “Done” if you see this window pop up that says “Processing”. It will bring you back to workday, but we want to get to the payment portal. Just wait to be directed to the payment portal automatically. You should see the spinning wheel (in the next image) once that window goes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



Step 6. Once in the payment portal, your screen should look like this: Click “Make a Payment” in the bottom right hand corner.



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.



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.

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Make a Payment

Step 1 of 3: Pay amount

How much would you like to pay?

Balance items

Uncheck all | 1 of 1 selected

Description	Balance	Amount
2024_Spring	\$200.00	\$100

Total balance: \$200.00
Pay amount: \$100.00
Remaining balance: \$100.00

* Indicates required field

Payment 1 item **\$100**

Cancel Checkout

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”

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Make a Payment

Step 2 of 3: Payment method

How would you like to pay?

Payment amount: \$100

* Payment method

New credit or debit card

International payment

Secure encrypted payment

Cancel Continue

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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Transactions

Date	Description	Receipt	Amount
6/2/21	Fall 2021	#1030	\$1.00
3/29/21	Spring 2021	#1004	\$1.00
3/19/21	Spring 2021	#1001	\$1.00
3/19/21	Spring 2021	#1000	\$2.00

Showing 1-4 of 4

Overview
Receipt

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Receipt
#1030
Ivana TestStudent
ID: 1011229

Date: 6/2/21
Method: Visa
Total amount: **\$1.00**

Description	Amount
Fall 2021	\$1.00
Subtotal	\$1.00
Total	\$1.00

Payments received	Amount
VISA (**** 7285)	\$1.00