

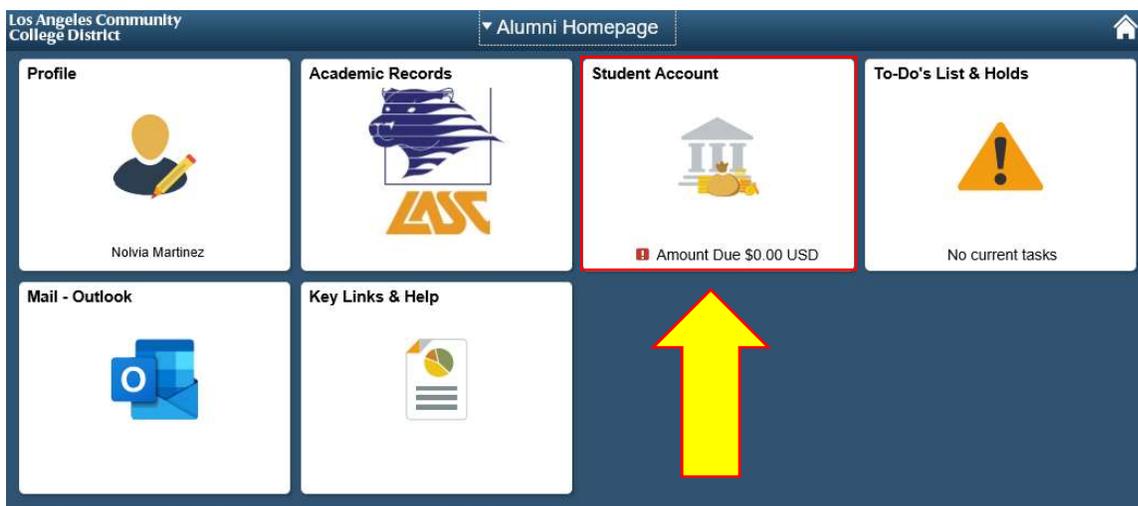
How to Pay for Student Fees Online Through PeopleSoft (SIS) Self-Service Portal

First

Log-on to mycollege.laccd.edu

Step 1

Select “Student Account.”



Step 2

Select the “Make a Payment” tab,



***Please Note:** Partial Payment will not release “Holds.” Holds will be released ONLY after the Full Balance is Paid!!!*

Step 3

Select Payment Method (Credit Card) and then Press Confirm

***Please Note:** Debit Card payments are treated as Credit Card Payments

The screenshot shows the 'Make a Payment' interface. On the left is a progress sidebar with six steps: 1. Select Payment Method (In Progress), 2. Specify Payment Amount (Not Started), 3. Confirm Payment Amount (Not Started), 4. Third Party Page (Not Started), 5. Submit Payment (Not Started), and 6. Payment Result (Not Started). The main content area is titled 'Step 1 of 6: Select Payment Method' and includes a 'Confirm' button in the top right. Below the title is a note: 'If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.' At the bottom, there is a '*Pay By' dropdown menu currently set to 'Credit Card'. A yellow arrow points to the 'Credit Card' option, and another yellow arrow points to the 'Confirm' button.

Step 4

Confirm Payment by Following Steps 1-6. Payment Amounts may be changed by selecting the edit pen or Pay the full amount and, Then Select Confirm

The screenshot shows the 'Make a Payment' interface at Step 2 of 6: Specify Payment Amount. The progress sidebar on the left shows Step 1 as 'Complete' and Step 2 as 'In Progress'. The main content area is titled 'Step 2 of 6: Specify Payment Amount' and includes a 'Confirm' button in the top right. Below the title is a note: 'This is a list of charges that you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.' There is an 'Actions' button and a 'What I Owe' section. The 'What I Owe' section contains a table with the following data:

Description	Term	Outstanding Charges	Payment Amount
LA Community College District		0.00	0.00

Below the table, it states 'Currency used is US Dollar'. A yellow arrow points to the 'Confirm' button.

***Please Note:** You can only edit the amount owed on this page to make a partial payment.

Step 5

Confirm Payment Amount

The screenshot shows a payment confirmation screen. At the top, there is a navigation bar with 'Exit', 'Make a Payment', and 'Previous' buttons. On the left, a progress indicator shows six steps: 1. Select Payment Method (Complete), 2. Specify Payment Amount (Complete), 3. Confirm Payment Amount (In Progress), 4. Third Party Page (Not Started), 5. Submit Payment (Not Started), and 6. Payment Result (Not Started). The main content area is titled 'Step 3 of 6: Confirm Payment Amount' and contains the text 'Your payment of 10.00 USD will be collected through our secure third party payment provider.' A green 'Confirm' button is located in the top right corner, with a yellow arrow pointing to it.

Step 6

Input Credit Card Account number and click "Continue"

The screenshot displays a credit card payment form. On the left, a summary box shows 'Payment amount: \$4.00' and 'Payment method: Credit or Debit Card'. Below this, it states 'Credit or Debit Card - We accept the following credit and debit cards.' and lists logos for VISA, MasterCard, Discover, BCard, and DinaCard. On the right, the 'Account Information' section is highlighted with a red circle. It includes a green asterisk indicating required fields, a label for '*Card account number:' followed by a yellow-highlighted input field, and 'Continue' and 'Cancel' buttons at the bottom.

Step 7

Enter Account Information

- For Visa/ MC it is the 3 digits on the back of card
- For AMEX, it is the 4 digits on the front of card
- Enter the Billing Information of the Card Holder
- After all fields are entered, Click on "Continue"

Payment amount: \$4.00
Payment method: Credit or Debit Card

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



Account Information

*Indicates required fields

*Card account number: xxxxxxxxxxxxxx9040

*Name on card:

*Card expiration date:

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*Security code: (What is this?)

Cardholder Billing information

My billing address is international

*Billing address:

Billing address line two:

*City:

*State/Province:

Select a State/Province

*Postal code:

*Country:

Select a Country

Continue

Cancel

Step 8

Click Submit

Make a Payment

Submit Payment

If the information below is accurate, click the Submit button.

Payment Summary	
Payment Amount	██████████
Currency used is US Dollar.	
Card Number	██████████

CANCEL

SUBMIT

Step 9

PeopleSoft will attempt to process payment. The Results will be either a GREEN { ✓ } for Successful or

Make a Payment

Payment Result

 Your payment has been accepted. Save the information below for your reference.

Confirmation Details

Reference Number		Payment Amount	
Card Number		Transaction Date	08/16/2018
		Transaction Status	Successfully Posted

Currency used is US Dollar.

[VIEW CONFIRMED PAYMENT](#)

[MAKE ANOTHER PAYMENT](#)

a RED { ! } for fail.

Make a Payment

Payment Result

 Your credit card has been declined.

[MAKE ANOTHER PAYMENT](#)

The most common reason for fail is:

- Incorrect Card Number
- Incorrect CVV Code
- Incorrect Expiration Date
- Incorrect Card Holder Address Information
- Insufficient Funds or Credit

Congratulations, You Are Done 😊