

How to Make a Partial Payment on your MyMC Account

To make partial payments to your MyMC use the following steps:

1. Log into your MyMC Account using “Pay My Bill”

The screenshot shows the MyMC account dashboard. At the top left is the MC MONTGOMERY COLLEGE logo. On the right, it says "Logged in as". Below the logo is a navigation menu with "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help". The main content area is divided into three sections: "Announcement", "Student Account", and "My Profile Setup".

Announcement: READ THIS FIRST - Don't Use the Back Button. Use the links and tabs to move around in MC Bill Pay and to get back to MyMC. eRefund Accounts Set Up . eRefund accounts are not in place immediately!!! Setting up an eRefund account requires verification which can take up to 14 days. Your account must be verified before you will receive an eRefund. If your Refund is issued before your eRefund account is verified, you will receive a check sent by U.S. Mail to your student address of record. eRefund information can be found on the MC website at <https://www.montgomerycollege.edu/paying-for-college/payments/tuition-refunds.html>. Two-Factor Authentication for eRefund Accounts Add an extra layer of protection to your eRefund.

Student Account: ID: xxxxx, Balance: \$462.90. Buttons: View Activity, Enroll in Payment Plan, Make Payment.

Statements: Your latest eBill Statement (8/20/20) Statement. Button: View Statements.

My Profile Setup: Authorized Users, Personal Profile, Security Settings, Consents and Agreements, Electronic Refunds.

2. Select “Make a Payment” from the top menu – The Account Payment screen will be displayed.
3. Select your term(s) and enter the amount of the partial payment in the box to the right of the amount owed as shown below and press the green “Continue” button.

The screenshot shows the "Account Payment" screen. At the top left is the MC MONTGOMERY COLLEGE logo. Below the logo is a navigation menu with "My Account", "Make Payment", "Payment Plans", "Refunds", and "Help". The main content area is divided into four sections: "Amount", "Method", "Confirmation", and "Receipt".

Amount: Payment Date: 8/25/20. Pay by term: Fall 2020, Spring 2020. Amounts: \$165.90 (with input box 100.00), \$297.00 (with input box 100.00). Payment Total: \$200.00. Button: Continue.

4. Select Credit or Debit Card from the “Method” drop down and press the green “Continue” button.

Account Payment

Progress bar: Amount (dollar icon) — Method (card icon) — Confirmation (thumbs up icon) — Receipt (list icon)

Amount: \$200.00

Method: Credit or Debit Card

Buttons: Back, Cancel, Continue

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



ATM Debit Card - The following networks are supported. Debit cards issued by Bank of America, Chase, US Bank, and Wells Fargo cannot be processed as a debit card online.



5. Fill in the Card number and press the green “Continue” button.

Account Payment

Progress bar: Amount (dollar icon) — Method (card icon) — Confirmation (thumbs up icon) — Receipt (list icon)

Amount: \$200.00

Method: Credit or Debit Card

Account Information

* Indicates required fields

* Card number:

Buttons: Back, Cancel, Continue

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



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6. Finish your transaction by completing the “Confirmation” -  and  steps.