## INSTRUCTIONS FOR ENROLLING IN THE WDCE PAYMENT PLAN

1. Go to www.montgomerycollege.edu Click on **Access MYMC**.

| Our Locations | Library | EN 🌐 ⌄ | Access MyMC ⟩ |

**MONTGOMERY COLLEGE**

✉  📞  **APPLY NOW**  🔍

| APPLY & REGISTER | PAYING FOR COLLEGE | COUNSELING & ADVISING | MORE ⌄ |
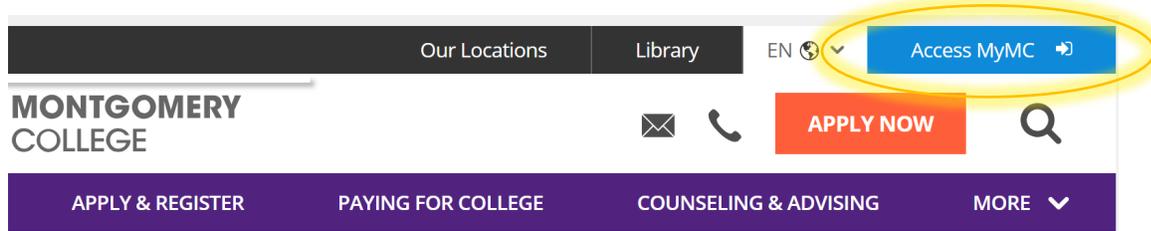
2. Log in using your User Name and password.

**MC MONTGOMERY COLLEGE**

Enter your MyMC ID and Password

👤 User Name     🔒 Password     Sign In

Forgot Password | Find your MyMC ID | Claim Your Account | My Account | Password Reset

3. Set up your 2-Factor- Authentication **DUO MOBILE PUSH** by following the steps prompted on your computer. Note: you will have to download the Free **DUO Mobile App** on your mobile device to continue. If you need additional support with this step, call the IT Help Desk 240-567-7222.

**MC**

What is this? ↗
Need help?

Secured by Duo

## Protect Your Montgomery College Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.

Start setup

4. Once you have registered for your class, find the "Register and Pay for Classes" card and click on **PAY NOW**



5. Click on **Enroll in Payment Plan**



6. Select the current term:

7. Select one of the **Auto Pay WDCE** payment plans – NOTE: there is a **$35.00 non-refundable payment plan set up fee** due with your first payment. The minimum balance due to enroll in this plan is **$900**. Payments AUTOMATICALLY process on the payment due dates and due dates are NOT changeable! Please click on Details for more information.

| | | | | | | |
|---|---|---|---|---|---|---|
| Auto Pay WDCE Spring 2025 2-PAY PLAN | $35.00 | 50.00% | 1 | $35.00 | Details | Select |
| Auto Pay WDCE Spring 2025 3-PAY PLAN | $35.00 | 33.00% | 2 | $35.00 | Details | Select |
| Auto Pay WDCE Spring 2025 4-Pay Plan | $35.00 | 25.00% | 3 | $35.00 | Details | Select |

8. Please read the details carefully and proceed on making a payment by selecting the plan. The first payment is due at the time of registration, then Click on **Continue**.

| Description | Due Date | Amount($) |
|---|---|---|
| Setup fee | Due now | 35.00 |
| Down payment | Due now | 1,141.80 |
| Installment 1 | 7/12/22 | 1,159.10 |
| Installment 2 | 8/12/22 | 1,159.10 |

**Total of installments: 2,318.20**

**Total due now: 1,176.80**

Back    Cancel    Continue

9. Select the method of payment **"Credit or Debit Card"** and click **Continue**

Amount                    $1,176.80

Method                    Select Method ⌄

Select Method
**Credit Card**
Credit or Debit Card
~~Other Payment Methods~~

Back    Cancel    Continue

10. Type your credit card information and process your payment.

## Account Information

\* Indicates required fields

\*Card number: [          ]

If you have any questions, please contact us 240-567-5188