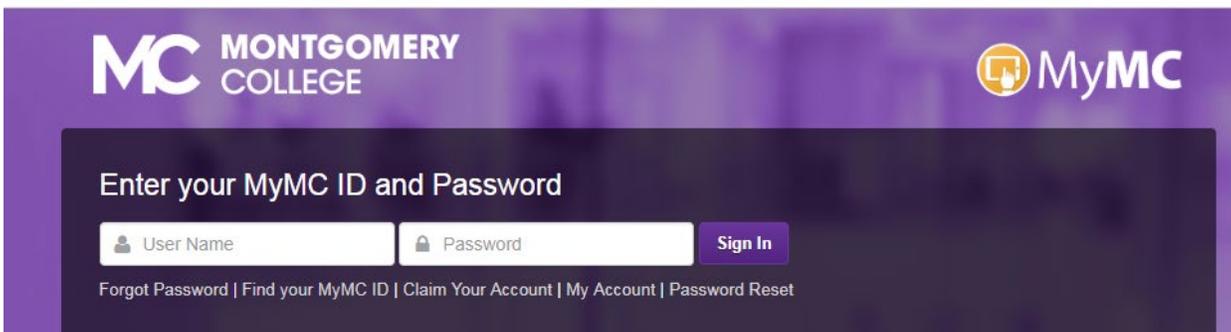


## Instructions for paying for your child's class through the secure credit card portal in MYMC

Due to increased credit card security, all online payments for your child's Youth program classes must be made online through MYMC.

Upon receipt of your child's registration for Summer Youth class(es), you will receive a confirmation and a letter indicating your child's Montgomery College ID number, also known as the "M" number. Along with instructions on how to claim their MYMC account. Once you have completed the claim MYMC account process, along with creating security questions, you will be able to pay online.

**You will have to do this for each child. Each Child will have an individual Student Id ("M" number), MYMC username, and password. To help you, please fill out the form on the bottom of this page for future reference as you only have to claim your MYMC account once.**



Step 1. Visit [www.montgomerycollege.edu](http://www.montgomerycollege.edu) and in the upper right corner of the web page you will see a blue button indicating "Access MYMC"

As indicated above, the portal to MYMC has several options just below the two large boxes. Forgot Password, Find MC Id, **Claim Your Account**, etc.

Step 2. **Returning Students** may sign in with their username and password that they created last year. If you do not remember the information that you created last year, you may call the IT helpdesk at 240-567-7222 for assistance.

Step 2. **NEW STUDENTS**: Click on the link below the two large white boxes that says **Claim Your Account**. This will take you through the steps to claim your account. You will create three security questions should you need assistance later. And you will create a MYMC Password for your child. **You will need to do this for EACH child.**

Step 3. **How to Pay Online**. You will need to sign into MYMC with your child's MYMC Username and Password. Click on the link to Pay My Bill/ Manage My Account. Under the section called Paying Your Bill, click on the button "Pay My Bill". You will then be directed to a screen which indicates the amount owed. Follow the instructions to enter your credit card information.

MYMC Account information for my child:

You will need to create a MYMC user name and password for EACH child.

1. Name of child: \_\_\_\_\_
2. Child's "M" number (included in the confirmation) : \_\_\_\_\_
3. Child's MYMC Id, sometimes called Username: \_\_\_\_\_
4. Answers to security questions: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_
5. Child's MYMC Password: \_\_\_\_\_