How to Pay Your Fees Online

If you have registered for classes and chose to pay later within your payment deadline, follow the instructions below to make your payment.

1. Log on to myHancock portal with your user name and password.

2. Select the Student tab and click Pay Fees in the My Account channel

You will be taken to the payment screen.
3. Your account information will be displayed.
4. If you have registered for multiple terms, (ex. Summer and Fall), you will see those amounts divided by Current Account Status and Term Balances.

5. Select the [Make a Payment button].
6. This next screen will show you the amount that is due now.
7. Select the [Make a Payment] button to continue.

8. You will see all terms with an outstanding balance. You can choose the amount that is due now, or select both terms to pay your total account balance.
9. Select the [Continue] button.
10. If you choose to only pay the current amount due (as shown below), click once in the box.

11. Select the [Continue] button.

12. Click on the down arrow to Select Payment Method.
13. Click on the [Select] button.

14. Enter your credit card number or debit card with visa or mastercard logo.
15. Select the [Continue] button.
16. Complete all requested information. If you would like to *Save this payment method for future use*, check the box.

17. Select the [Continue] button.

18. Review your information. Select the [Submit Payment] button.
19. A copy of your receipt will be emailed to you. You can also right click and print a copy of your screen.

20. Your transaction is complete. You can go back to the My Account tab to view your new balance (if applicable).

21. To exit and go back to your myHancock portal, click the Log Out link, located at the upper right of the screen.
22. Close the **Logout** tab if one is shown.