

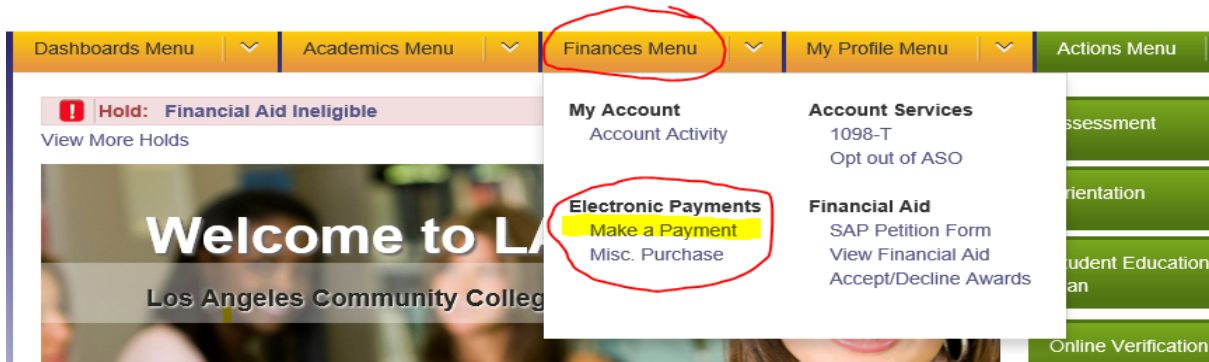
How to Pay for Student Fees Online Through PeopleSoft (SIS) Self-Service Portal

First

Log-in to mycollege.laccd.edu

Step 1

Select the Finances Menu tab, and from the drop down menu select "Make a Payment."



Step 2

From the "Make a Payment" tab, Type in the Payment Amount you are able to pay, Then Select Next

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



Specify Payment Amount

Listed below are the charges you are allowed to pay online. Your other charges can be paid through the Cashiers office or mailed in separately.

What I Owe			
Description	Term	Outstanding Charges	Payment Amount
LA Community College District	2018 Summer	4.00	<input type="text"/>

Currency used is US Dollar.

CANCEL NEXT

Step 3

Select Payment Method (Credit Card)

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

Make a Payment

Select Payment Method

If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.

Pay By

Step 4

Confirm Payment by Selecting "Continue to Make Payment"

| |

|

Make a Payment

Confirm Payment

Your payment of 4.00 USD will be collected through our secure third party payment provider.

Step 5

Input Credit Card Account number and click "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:

Step 6


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: xxxxxxxxxxxx9040

*Name on card: [Redacted]

*Card expiration date: 08 | 2019

*Security code: (What is this?) [Redacted]

Cardholder Billing information

My billing address is international

*Billing address: [Redacted]

Billing address line two: [Redacted]

*City: [Redacted]

*State/Province: Select a State/Province [Redacted]

*Postal code: [Redacted]

*Country: Select a Country [Redacted]

Continue Cancel

Step 7

Click Submit

Make a Payment

Submit Payment

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

Payment Summary	
Payment Amount	[Redacted]
Currency used is US Dollar.	
Card Number	[Redacted]

CANCEL SUBMIT

Step 8


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 😊