How to Pay your Clarendon College Bill Online.

Clarendon College offers the following online payment options; **Pay by Credit Card**, **Pay by Check** and **Pay by Payment Plan** via the Student Portal. The Student Portal online payment process and options are described below.

**Pay By Credit Card.**

1. After registering for classes and setting up any housing charges the student, while or after logging into their student portal, can see their current bill by clicking on the **“My Bill”** selection from the menu on the left side of their screen.

![Figure 1](image1.jpg)

2. After clicking **“My Bill”** the student’s bill displaying all of the charges for that term will appear as shown in **Figure 2**.

![Figure 2](image2.jpg)
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3. In the totals section of the My Billing Ledger window the following choices will be available; Pay By Credit Card, Pay by Check and Pay by Payment Plan. The student will click on the desired payment option.

4. If the option to “Pay by Credit Card” is select the Online Payment Parameters will be displayed. The student will then select “Tuition” and make the appropriate credit card entries. When completed click the “Make Payment” button to complete the transaction.

5. When the On-line Payment Parameters “Make Payment” button is pressed an approval or PayPal/Pay Flow Pro On-line Payment Result window will appear notifying the student of a completed credit card payment process.
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Pay by Check

1. To pay by check click the “Pay by Check” button located in the totals section of the My Billing Ledger window.

2. After clicking the “Pay by Check” button the On-line Payment Parameters screen will appear. The student will need to complete the check information and then click the “Make Payment” button when completed.
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Pay by Payment Plan

1. To pay by payment plan click either the “Pay by Payment Plan” link located in the totals section of the My Billing Ledger window or click the “My Payment Plan” menu selection from the left side menu.

![Pay by Payment Plan](image)

Figure 8.

![Registration Summary](image)

Figure 9.

2. After clicking on one of the selections above a Registration Summary report will be displayed. It will contain all registration, billing information and available payment plan options.

![Registration Summary Table](image)

Figure 10.
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3. Click on the “Choose This Option” link of the desired payment plan option located at the bottom of the Registration Summary.

<table>
<thead>
<tr>
<th>Payment Options</th>
<th>Action</th>
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<tbody>
<tr>
<td></td>
<td>Choose This Option</td>
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<td>Choose This Option</td>
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</table>

Figure 11.

4. After clicking on an option link a Payment Plan Approval screen will open displaying the details for the chosen payment plan option. Click the “Accept and Make Payment” button to proceed with the selected payment option or click the “Cancel” button to stop the transaction.

Figure 12.

Cancelling a Payment Plan.

If a payment plan needs to be cancelled call 806-874-4849.