How to Pay Tuition Online?

1. Open internet browser
2. Type www.grcc.edu in the navigation bar, press enter key
3. Click Online Center Login link

4. **User ID:** Type your Student ID W#
5. **Password:** Type your password
6. Click Login button

7. Under the Enterprise Menu, click **Student Center** link
8. Under Finances, click **Inquire/Payment** link

9. Click **Pay Tuition Online** button

10. Click **Pay This Amount Online** button for the term to be paid
    a. This will open up the Nelnet QuickPAY window and only pass the amount you chose to pay. If you have Anticipated Aid for the chosen term, only the difference (amount due) will pass for the payment.
11. Click **Make Payment** link
   a. Type Payment Amount
      i. Tuition must be paid in full by the “semester due date” or midnight the day you register if the semester due has passed, for the current semester, to ensure classes are not dropped.
   b. Select **Payment Method**
   c. Click **Continue** button
12. **Cardholder's Name:** type the name that is on the credit card
13. **Card Type:** select card type
   a. VISA
   b. MASTERCARD
   c. AMERICAN EXPRESS
   d. DISCOVER
14. **Credit Card Number:** type credit card number
15. **Expiration Date:** select card expiration date (month and year)
16. **Profile Name:** type profile name (optional)
   a. Check **Save Profile** check box
17. Click **Continue** button
18. Verify payment information
19. Click **Confirm** button
   a. Click **Edit** button if changes need to be made
   b. Click **Cancel** button to cancel payment

20. Processing screen will appear
21. Payment Receipt can be printed

22. Click **Log Off** link to exit Nelnet QuickPAY and return to Online Student Center
How to Pay Tuition Online?

23. Refresh Online Student Center to review Account Summary, Account Activity and Payment History

Account Summary

<table>
<thead>
<tr>
<th>Term</th>
<th>Outstanding Charges &amp; Deposits</th>
<th>Remaining Financial Aid</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 Summer</td>
<td></td>
<td></td>
<td>91.50</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>91.50</td>
</tr>
</tbody>
</table>

Account Activity

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Amount</th>
<th>Term</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2012</td>
<td>5.00</td>
<td>Summer</td>
<td>Self Service Payment</td>
</tr>
<tr>
<td>03/28/2012</td>
<td>950.50</td>
<td>Summer</td>
<td>Go Army</td>
</tr>
</tbody>
</table>

Payment History

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Payment Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/2012</td>
<td>Self Service Payment</td>
<td>5.00</td>
</tr>
<tr>
<td>03/28/2012</td>
<td>Go Army</td>
<td>950.50</td>
</tr>
</tbody>
</table>

Return to Payment History

06/01/2012 Self Service Payment

Resident Tuition - Principles 2012 Summer 5.00
Total Payment Amount 5.00