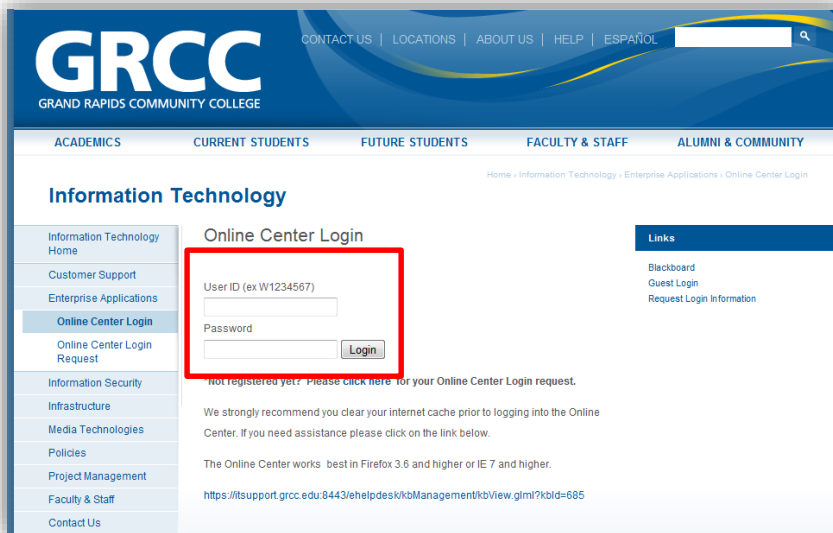


# How to Pay Tuition Online?

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



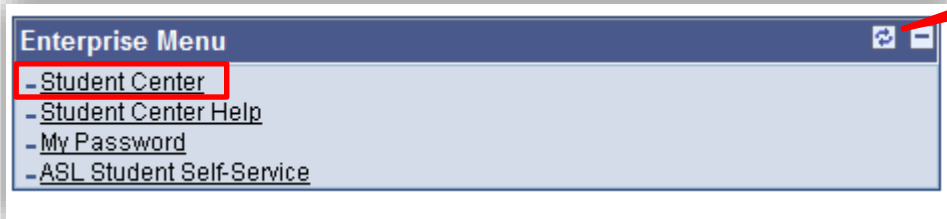
4. **User ID:** Type your Student ID W#
5. **Password:** Type your password
6. Click **Login** button



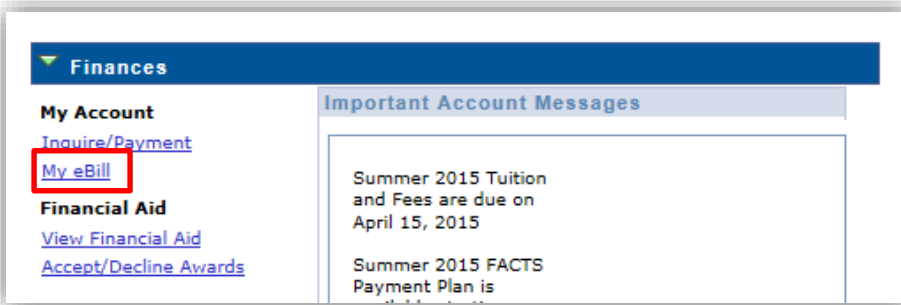
# How to Pay Tuition Online?

7. Under the Enterprise Menu, click **Student Center** link

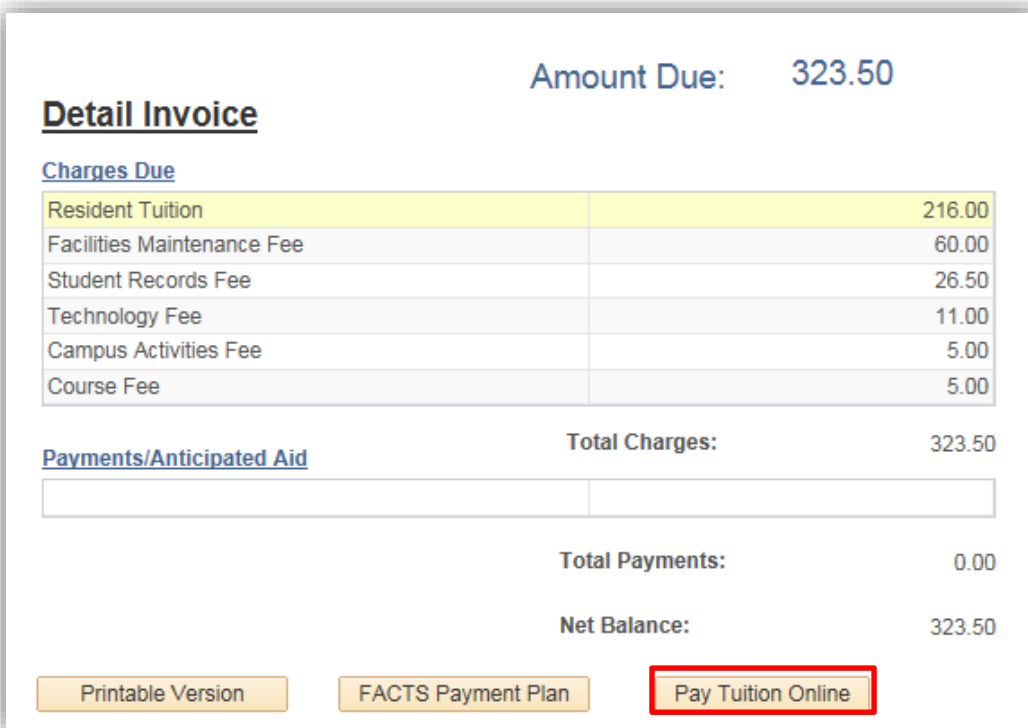
Click the refresh button if there is no menu



8. Under Finances, click **My eBill** link

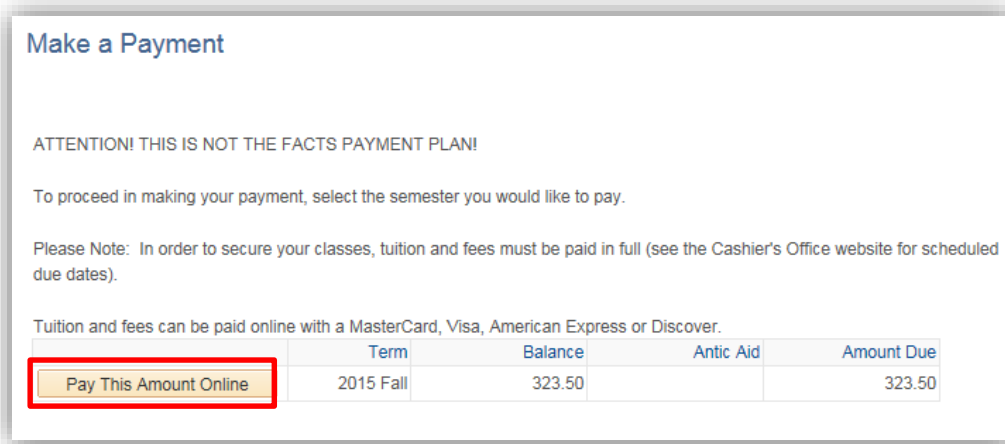


9. Click **Pay Tuition Online** button



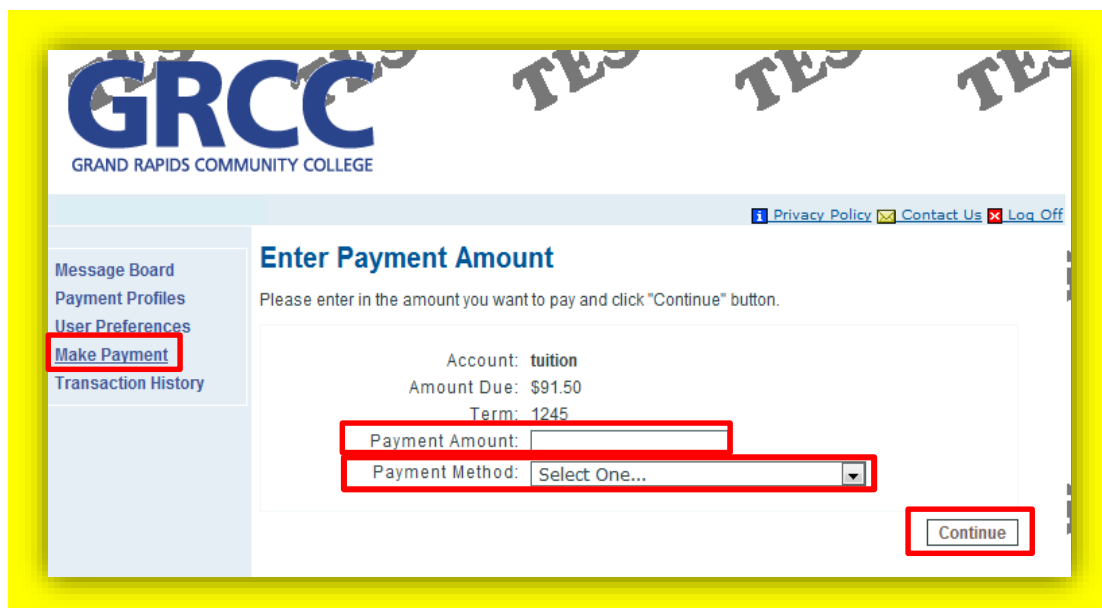
# How to Pay Tuition Online?

- 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.



## Nelnet QuickPAY Site

- 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

**GRCC**  
GRAND RAPIDS COMMUNITY COLLEGE

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Message Board  
Payment Profiles  
User Preferences  
[Make Payment](#)  
Transaction History

### Provide Credit Card Information

Please enter your credit card information in the following fields, and then click the "Continue" button.  
NOTE: All fields are required.

For help, please click on the question mark next to a field.

**Current Payment**

tuition	Payment Amount:	\$5.00
	Effective Date:	06/04/2012

**Credit Card Information**

Cardholder's Name:  Virtual Keypad

Card Type:

Credit Card Number:

Expiration Date:  /

To save your account information for future use, enter a profile name and click the checkbox.

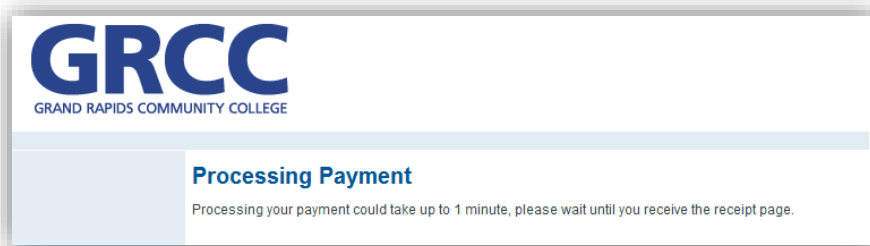
**Profile Information**

Profile Name:   Save Profile

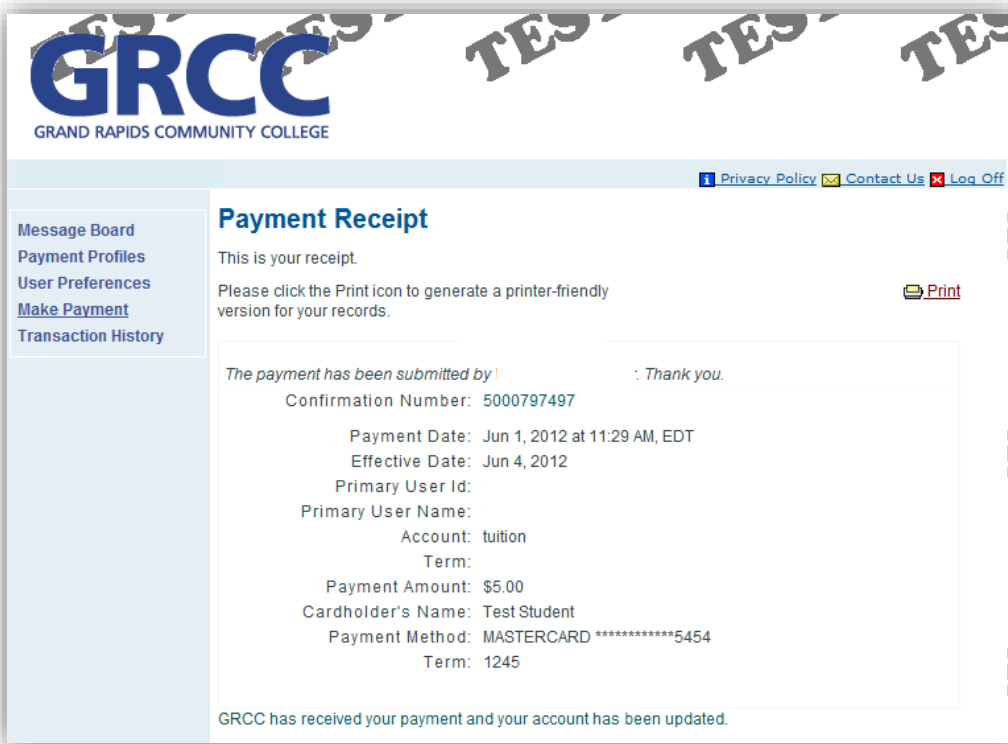
- 18. Verify payment information
- 19. Click **Confirm** button
  - a. Click **Edit** button if changes need to be made
  - b. Click **Cancel** button to cancel payment



- 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



23. Refresh Online Student Center to review My eBill