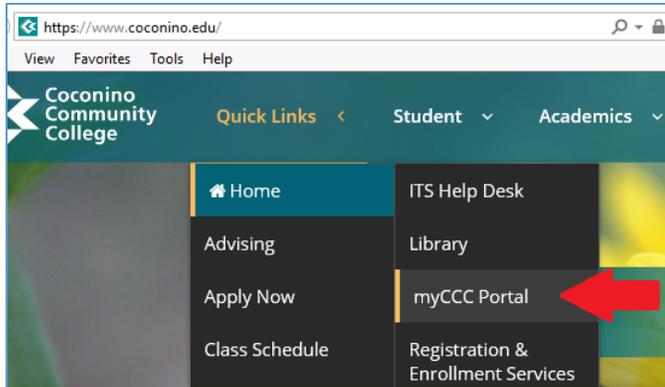


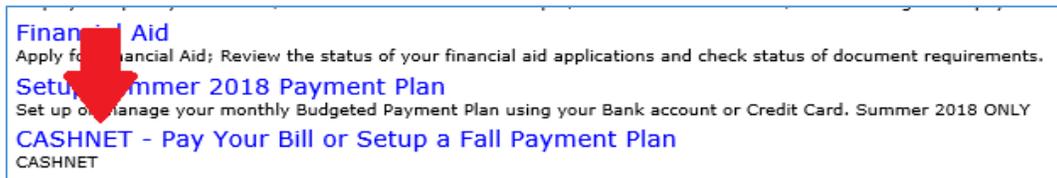
## How to Make a One-Time Payment using CCC's New Payment Center CASHNET

03/30/2018

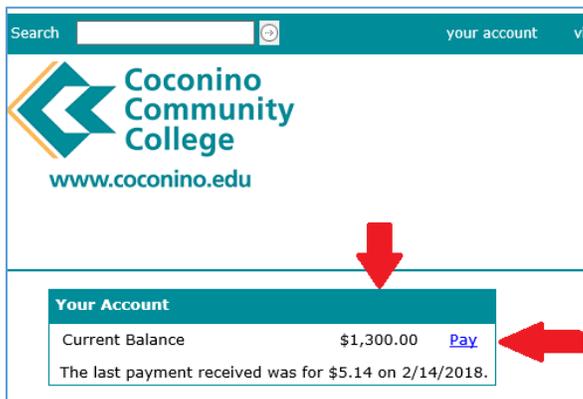
1. **Login to the myCCC Portal** by accessing the **Student** section of the **CCC website** [www.coconino.edu] and **selecting myCCC Portal** from the menu. **Login** using your **comet id** and **password**.



2. This will take you into Banner Self Service.
3. Under the **Student Services** section select the **“CASHNET – Pay Your Bill or Setup Fall Payment Plan”** link.



4. That link will take you into the payment center main page. From here you will see your **Current Account Balance**.



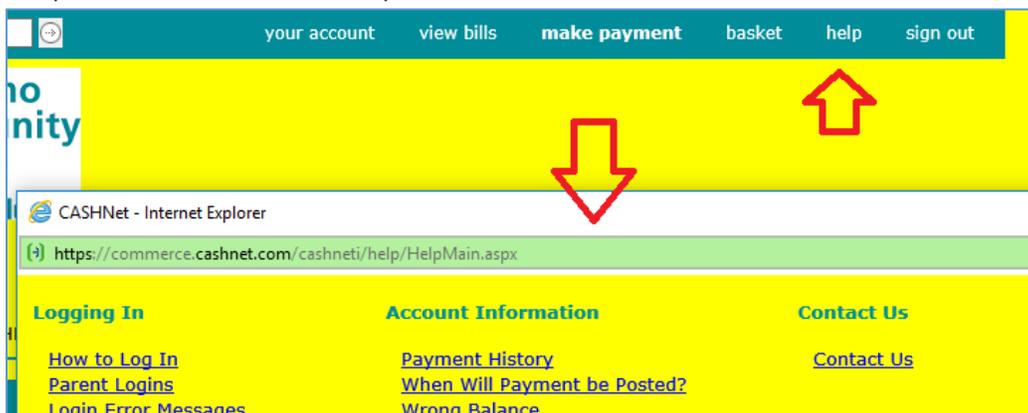
5. To Pay in Full, select the “Click here to make Payment” link. Then hit the “Checkout” button.

Item Code	Edit	Delete	Amount
201810 (Spring 2018)	<a href="#">Edit Item</a>	<a href="#">Delete Item</a>	\$100.00
Total Amount			\$100.00

[Continue Shopping](#)  [Checkout](#)

*\*Please note, editing or deleting an item will only remove it from your shopping cart, but the balance will still remain on your account.*

6. Next select a **Method of Payment**. All credit cards are subject to a nonrefundable service fee of 2.75% on domestic cards/4.25% on international cards. Electronic Checks do not incur a service fee. Select a **payment method** then hit the “**Continue Checkout**” button.
7. **Enter your payment information** on the next screen and hit the “**Continue Checkout**” button when complete.
8. If you used a Credit Card, then you will see the SmartPay message from CASHNET reminding you of the **Service Charge amount** that is associated. This is a non-refundable fee. At this time, you will see a check box to acknowledge the charge and three buttons.
- a. **Review Charges** – This will bring you back to item information you are paying for.
  - b. **Cancel My Transaction** – This will allow you to cancel this payment.
  - c. **Continue to Checkout** – This will allow you to proceed with this payment.
9. The last screen will give you a rundown of the payment information entered along with the total amount of this transaction. Select the “**Submit Payment**” button to complete this transaction.
10. Your payment receipt will be displayed on the next screen; this **receipt is automatically emailed to you** after the payment has processed. There is also the option to print at this time, by hitting the “**View Printable Receipt**” button.
11. Please note you can call CASHNet support at any time for all website issues. There is also a “help” link located within the top menu bar. **CASHNET SUPPORT: 877-821-0625**



The screenshot shows the top navigation bar of the CASHNet website with the following links: your account, view bills, make payment, basket, help, and sign out. A red arrow points to the 'help' link. Below the navigation bar, there are three columns of links: 'Logging In' (How to Log In, Parent Logins, Login Error Messages), 'Account Information' (Payment History, When Will Payment be Posted?, Wrong Balance), and 'Contact Us' (Contact Us). A red arrow points to the 'help' link in the navigation bar.