

## How Do I Pay Online?

There is a link on Pioneer Pass called Pay Tuition and Fees that will allow you to pay your full charges (by term) using either Visa or Mastercard. You can reach this page in one of two ways.

1A. Click the **Pay Tuition and Fees** link at the bottom of **My Account Summary by Term**.

Financial Aid Remaining amounts are dependent on conditions of your enrollment and eligible charges, and are subject to change.  
NOTE: Once your account balance in a term is \$0, no information for that term will be displayed.

CURRENT STUDENTS Welcome **XXXXXXXXXX** !

### My Account Summary by Term

| Term         | Total Charges   | Student Payments | Financial Aid Payments | Financial Aid Remaining | Sponsor Payments | Payment Plans | Total Payments | Refunds       | Balance         |
|--------------|-----------------|------------------|------------------------|-------------------------|------------------|---------------|----------------|---------------|-----------------|
| 2011SP       | \$176.75        | \$0.00           | \$0.00                 | \$0.00                  | \$0.00           | \$0.00        | \$0.00         | \$0.00        | \$176.75        |
| <b>TOTAL</b> | <b>\$176.75</b> | <b>\$0.00</b>    | <b>\$0.00</b>          | <b>\$0.00</b>           | <b>\$0.00</b>    | <b>\$0.00</b> | <b>\$0.00</b>  | <b>\$0.00</b> | <b>\$176.75</b> |

[Account Summary](#) | **[Pay Tuition and Fees](#)** | [Register for Classes](#) | [Add Classes](#) | [My Schedule](#)

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [CONTACT US](#)

WebAdvisor<sup>3.1</sup>  
POWERED BY DATATEL

OR

1B. From the **Students Menu**, click on the link called **Pay Tuition and Fees**.

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome **XXXXXXXXXX** !

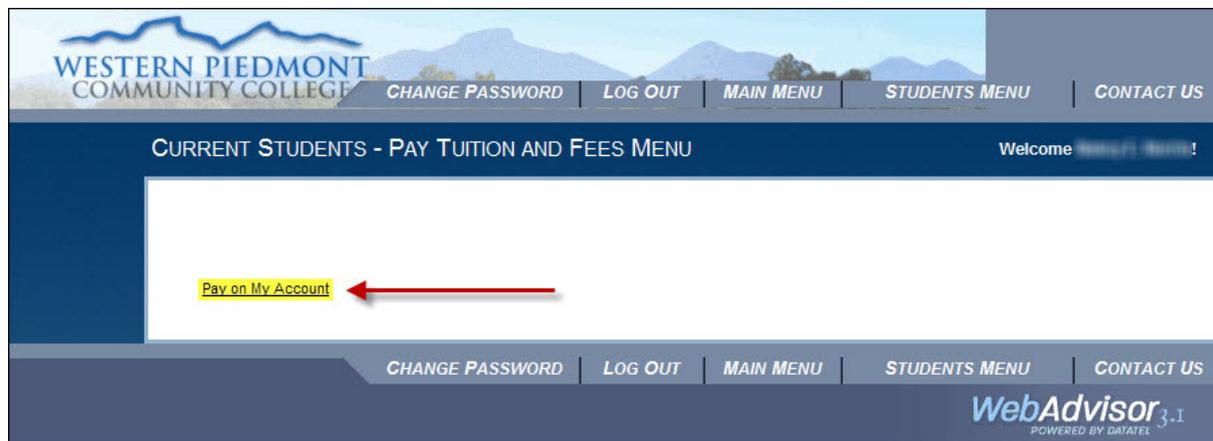
The following links may display confidential information.

|  |   |
|--|---|
| <p><b>User Account</b></p> <p><a href="#">I'm New to WebAdvisor</a><br/><a href="#">What's my User ID?</a><br/><a href="#">What's my password</a></p> <p><b>Financial Information</b></p> <p><b><a href="#">Pay Tuition and Fees</a></b> ←</p> <p><a href="#">Account Summary</a><br/><a href="#">Account Summary by Term</a><br/><a href="#">View My 1098-T Forms</a></p> <p><b>Financial Aid</b></p> <p><a href="#">Financial aid status by year</a><br/><a href="#">Financial aid status by term</a><br/><a href="#">Financial aid award letter</a></p> | <p><b>Communication</b></p> <p><a href="#">My Documents</a><br/><a href="#">E-mail My Advisor(s)</a></p> <p><b>Registration</b></p> <p><a href="#">Search for Sections</a></p> <p><b>Academic Profile</b></p> <p><a href="#">Grades</a><br/><a href="#">Grade Point Average by Term</a><br/><a href="#">Transcript</a><br/><a href="#">Program Evaluation</a><br/><a href="#">Test Summary</a><br/><a href="#">My class schedule</a><br/><a href="#">My profile</a></p> |
|--|---|

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

NOTE: These links may be unavailable at times, or they may give an error message when clicked when the Business Office is unable to accept payments (ex: month-end reporting or deregistration processing). If this happens, please check back within a day or two and the link should be available again.

When choosing the Pay Tuition and Fees link from the Students Menu, there will be an additional page that appears where you must click the link for **Pay on My Account**. This will take you to the same page as step 1A does (the Pay on My Account page shown in step 2).



2. Enter the amount to be paid in the **Payment Amount** box. This amount must equal what is listed in the Balance box or an error message will appear when you click Submit (see below). Also, click the **drop down box** and choose which credit card you will be using to pay - Visa or Mastercard. Then click **Submit**.

The screenshot shows the 'Pay on My Account' page. At the top, there is a navigation bar with links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, HELP, and CONTACT US. Below the navigation bar is a message: 'Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your enrollment and eligible charges.' The main content area is titled 'CURRENT STUDENTS' and 'Pay on My Account'. A table displays payment details:

| Payment Amount       | Balance | Description                     | Total Charges | Payments | Financial Aid Remaining | Payment Plans | Refunds |
|----------------------|---------|---------------------------------|---------------|----------|-------------------------|---------------|---------|
| <input type="text"/> | 176.75  | Spring 2011, Student Receivable | 176.75        | 0.00     | 0.00                    | 0.00          | 0.00    |

Below the table, it says 'Total Amount Due 176.75'. A red arrow points to the 'Payment Amount' input field with the text: 'Step 1: Type amount to pay (which must match Balance shown)'. Below the table, there is a 'Payment Type\*' dropdown menu with 'Visa' and 'MasterCard' options. A red arrow points to the dropdown menu with the text: 'Step 2: Click drop down box and choose card to be used'. Below the dropdown menu is a green 'SUBMIT' button. A red arrow points to the 'SUBMIT' button with the text: 'Step 3: Click Submit'. At the bottom of the page, there is a navigation bar with links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, HELP, and CONTACT US. There are also links for 'Account Summary', 'Account Summary by Term', and 'Pay on My Payment Plan'.

Example of error message shown if amounts do not match:

WESTERN PIEDMONT COMMUNITY COLLEGE

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

Pending Financial Aid is an estimate. Actual Financial Aid is dependent on conditions of your enrollment and eligible charges.

CURRENT STUDENTS Welcome [Name] !

### Pay on My Account

Window item 1 - amount to pay must be equal to 176.75.

\* = Required Error shown above due to amounts not matching

| Payment Amount | Balance | Description                     | Total Charges | Payments | Financial Aid Remaining | Payment Plans | Refunds |
|----------------|---------|---------------------------------|---------------|----------|-------------------------|---------------|---------|
| 50.00          | 176.75  | Spring 2011, Student Receivable | 176.75        | 0.00     | 0.00                    | 0.00          | 0.00    |

Total Amount Due 176.75

Payment Type\*

Account Summary | Account Summary by Term | Pay on My Payment Plan

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

1. Enter required information (fields marked with a red asterisk) and then click Submit.

CURRENT STUDENTS Welcome [Name] !

### Electronic Card Entry

[How do I find the security code?](#)

\* = Required Step 1: Enter information in all required fields marked by a red asterisk

Payment Amount 176.75  
 Convenience Fee 0.00  
 Total Payment Amount 176.75

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Credit Card Number\*

Expiration Date\*  Expiration Year\*

Card Security Code\*

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Name on Card\*

Billing Address\*

City\*  State/Province\*  Postal Code\*

E-mail Address\*

Step 2: Click Submit

If you enter the credit card number wrong, or if other information is incorrectly entered, an error message will appear.

CURRENT STUDENTS Welcome **XXXXXXXXXX** !

### Electronic Card Entry

**The credit card number is incorrect. Please verify and reenter.**

[How do I find the security code?](#)

\* = Required

|                      |        |
|----------------------|--------|
| Payment Amount       | 176.75 |
| Convenience Fee      | 0.00   |
| Total Payment Amount | 176.75 |

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Credit Card Number\*

Expiration Date\*  Expiration Year\*

Card Security Code\*

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Name on Card\*

Billing Address\*

City\*  State/Province\*  Postal Code\*

E-mail Address\*

Successful payments will take you to a **Payment Confirmation** page, which may include text related to your payment within the blue box.

**Payment Confirmation**

If payment is successful, a confirmation page will appear with payment information listed in the box below

*(Blurred text representing payment information)*