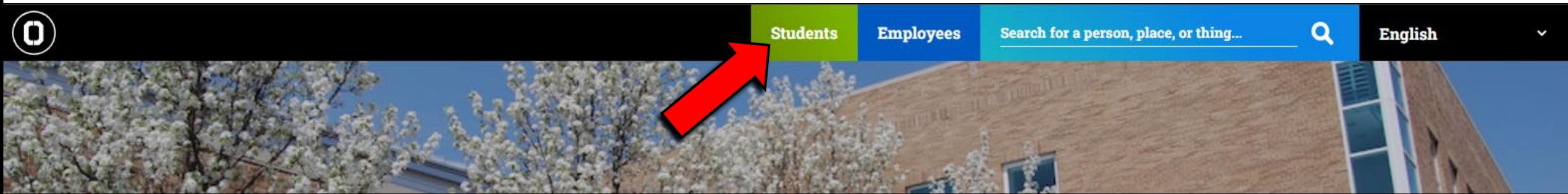


# Enroll in a Nelnet Payment Plan

 **NONDAGA**  
COMMUNITY COLLEGE

**Step 1:** Open a browser and go to the Onondaga Community College website.  
Click on **Students**.

<https://www.sunyocc.edu/>



# Step 2: Click on MyOCC.

The screenshot shows the MyOCC website interface. At the top, there is a navigation bar with a logo on the left, the text "Current Students" in the center, a search bar with the placeholder "Search for a person, place, or thing..." on the right, and a language dropdown menu set to "English".

Below the navigation bar, the main content area is divided into several sections:

- Left Sidebar (Dark Blue):** A vertical list of service links. A red arrow points to the "MyOCC" link. The links are: "MyOCC" (your student account, grades, etc.), "Office365" (your email & office apps), "LAZERcard" (college ID / debit card), "D2L Brightspace", "Lazer Success" (your support hub), and "Helpdesk" (tech support).
- Need to Know (Light Green):** A section with three sub-sections: "Interview Practice & Job Search and Application Help" (It's Career Month! Career & Transfer Services are hosting Interview Practice Thursday, 4/13 from 3-4:30 and Job Search & Application Help on 4/14 from 10-12. Both events in M310.), "This Week's Student Events" (Make sure you are checking your email or our Instagram highlights for students events happening on campus!), and "Eating on Campus" (Check out the hours and the menu for the different spots to eat on campus).
- Academic Calendar / Next 5 (Red and Black):** A section listing upcoming dates and events:
  - APR 24:** Spring Full Semester - Last Day to Drop w/Grade of "W"
  - MAY 04:** Spring 2nd 1/2 Semester - Last Day to Drop w/Grade of "W"
  - MAY 13:** Spring Full Semester - Last Day of Regular Class
  - Spring 2nd 1/2 Semester - Last Day of Class
  - MAY 15:** Spring Full Semester - Final ExaminationsA link "View the full Academic Calendar" is located below this section.

At the bottom of the page, there is a dark blue footer area with the text "All College Programs & Services". Below this text is a search bar with a "Search" button. At the very bottom, there is a blue bar with a "+ Class Cancellations" link and a yellow button that says "QUESTIONS? ASK OCTAVIA".

# Step 3: Enter your User Name.

MyOCC

## Sign In

User name

Forgot your [user name](#) ?

Continue

# Step 4: Enter your User Name and Password.



## Central Authentication Service (CAS)

Enter your User Name and Password [CAS Login Help](#)

User Name:

Password:

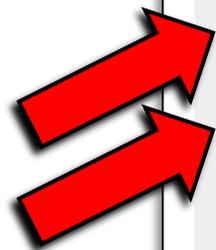
[Reset Password \(Current Students and Staff\)](#)

[Reset Password \(All Others\)](#)

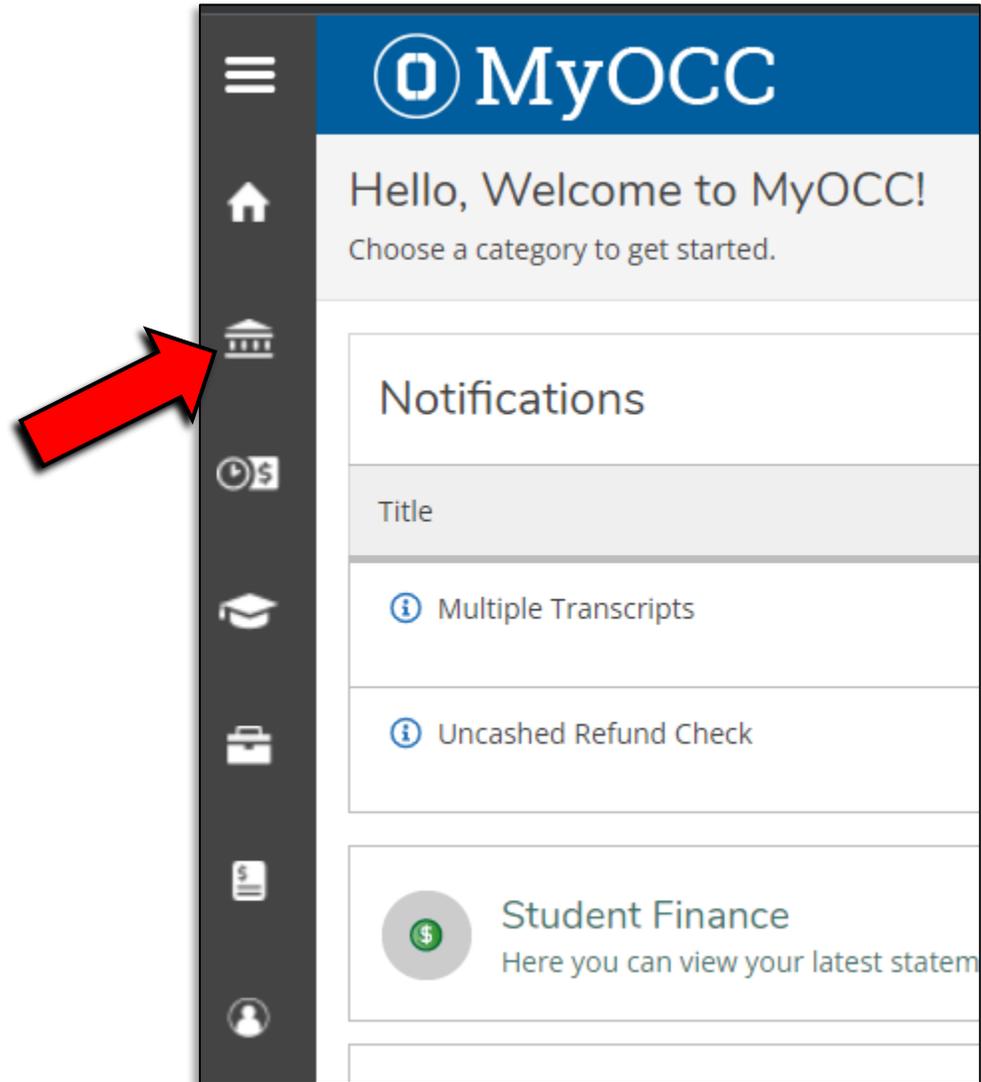
Warn me before logging me into other sites.

The CAS Login page enables single information, please review the CAS [CAS Login Help](#)

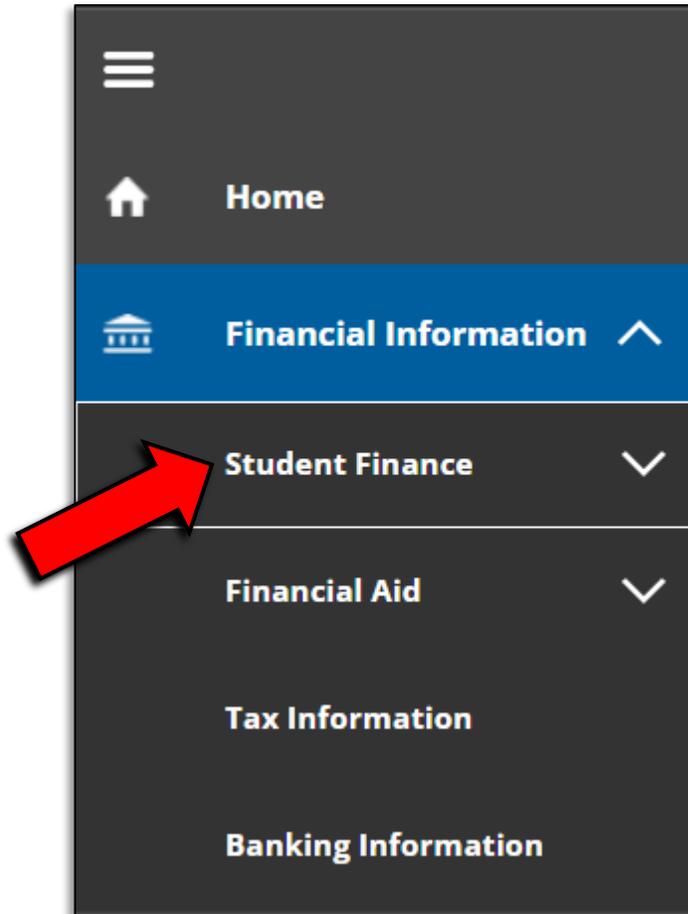
If you forgot or need to change



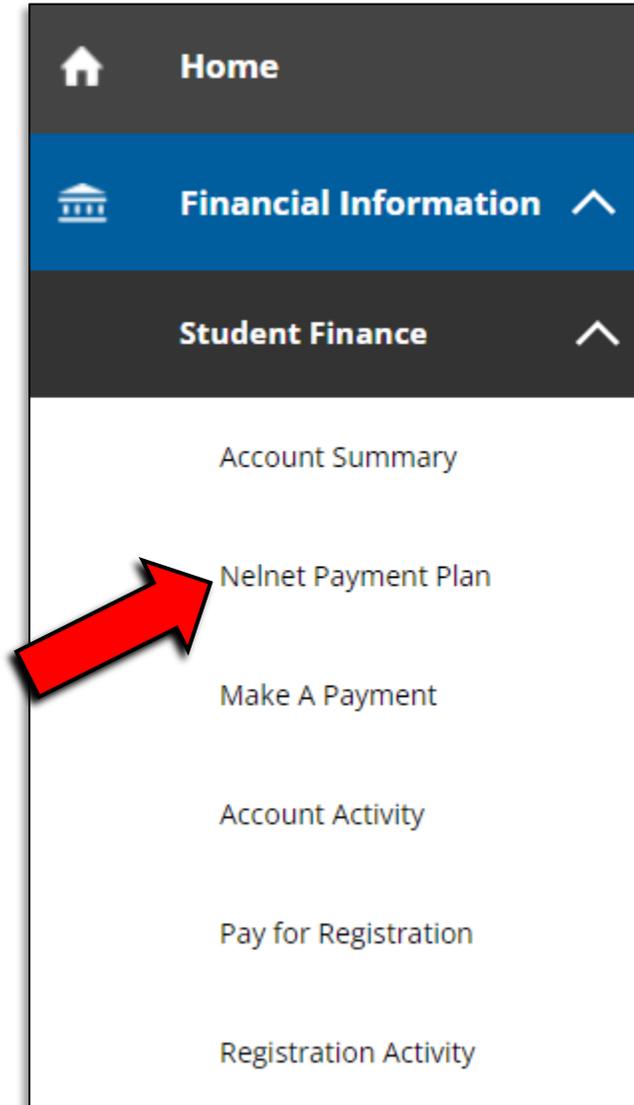
**Step 5:** Click on the bank icon.



**Step 6:** Click on Student Finance.



# Step 7: Click on Nelnet Payment Plan.



# Step 8: Click on Proceed to Processor.



[Financial Information](#) · [Student Finance](#) · [Nelnet Payment Plan](#)

## Payment Plan & Billing

Review your account and proceed to processor

A new window will open and redirect you to our payment processor, Nelnet Campus Commerce.

[Proceed to Processor](#)



# Step 10: Complete the form with your information then click Submit.



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## Create Account

### Contact Info

Welcome. Please take a few moments to review and complete your contact information.

#### Name

First Name*	Onondaga
Preferred Name	
Middle Name	Community
Last Name*	College
Suffix	-- None --

#### Address

Country*	United States
Address Line 1*	4585 West Seneca Turnpike
Address Line 2	Apartment, Suite, Unit, Building, Floor, etc.
<a href="#">Add another address line</a>	
City*	Syracuse

### E-mail

E-mail 1\*

[Add another e-mail address](#)

All correspondence will be sent via e-mail only.  
Correspondence will be sent to all e-mails provided.

### Phone Numbers

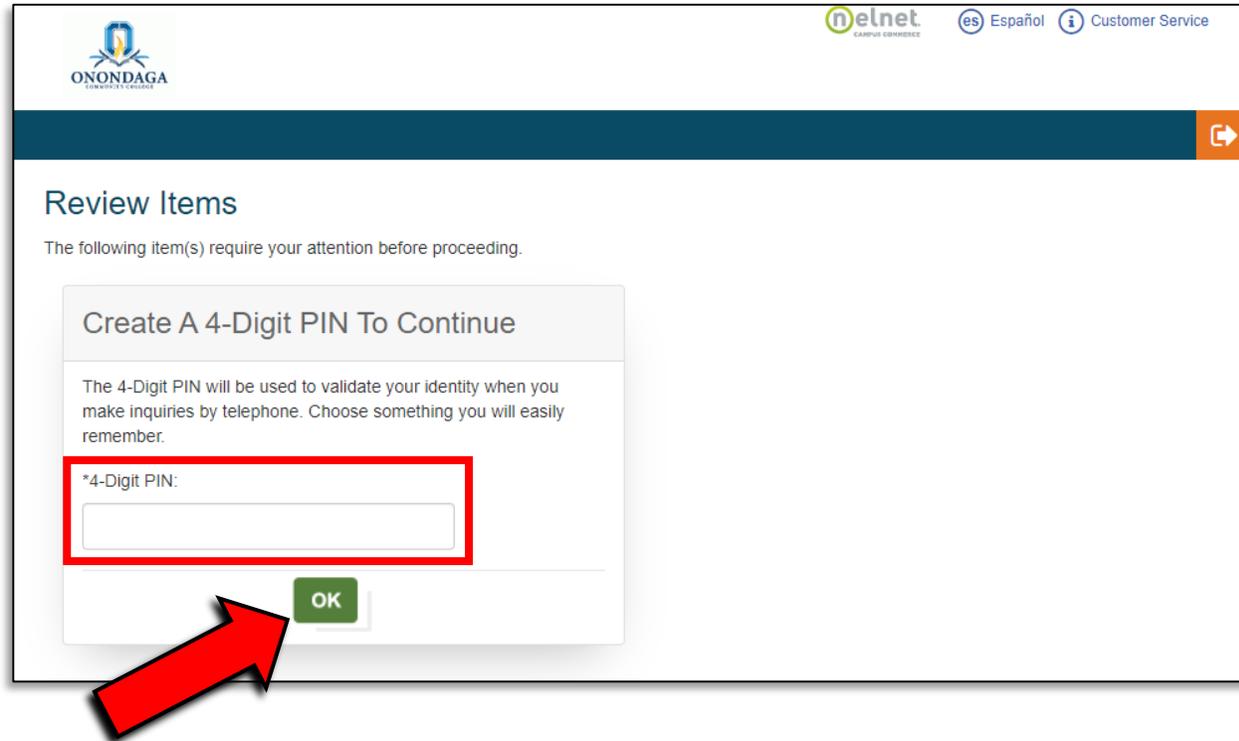
At least one phone number is required.

Office Phone	<input type="text"/>	Ext. <input type="text"/>
Home Phone	<input type="text"/>	
Mobile Phone	<input type="text"/>	

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize Nelnet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). By clicking 'Submit' below, you agree to such contact related to your account.



# Step 1 1: Create a 4-Digit PIN, then click OK.



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Review Items

The following item(s) require your attention before proceeding.

Create A 4-Digit PIN To Continue

The 4-Digit PIN will be used to validate your identity when you make inquiries by telephone. Choose something you will easily remember.

\*4-Digit PIN:

OK

# Step 12: Click Set up a Payment Plan.

The screenshot shows the Onondaga Community College student portal. At the top left is the college logo. At the top right are logos for 'nelnet CAMPUS COMMERCE', 'Español', and 'Customer Service'. A dark blue navigation bar contains 'Home', 'My Profile', and 'Financial Accounts', along with icons for help, notifications, and a lock, and an orange share icon. Below the navigation bar, the text 'Hello Onondaga Community College' is displayed. The main content area is divided into two columns. The left column features a 'Payment Activity' card with a dollar sign icon, the college ID '0000000', a 'Current Balance' of '\$696.00', and a table showing 'SUMMER 2023 Current Charges' with an 'AMOUNT DUE' of '\$696.00'. A green button labeled 'Set up a Payment Plan' is positioned below the table, with a red arrow pointing to it. The right column contains a profile section with a placeholder name, an envelope icon, and two service options: 'Register to receive text services on your mobile phone.' and 'Want to allow a friend or family member to pay toward your balance? Add an Authorized Party.'

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Home My Profile Financial Accounts

Hello Onondaga Community College

**Payment Activity** [View Details](#)

Onondaga Community College ID: 0000000

Current Balance  
**\$696.00** [Transaction Details](#)

SUMMER 2023 Current Charges	AMOUNT DUE <b>\$696.00</b>
--------------------------------	-------------------------------

**Set up a Payment Plan**

[Redacted Name]

[Redacted Email]

[Register to receive text services on your mobile phone.](#)

[Want to allow a friend or family member to pay toward your balance?  
Add an Authorized Party.](#)

# Step 13: Click Begin to start setting up your payment information.

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Onondaga Community College

Summer 2023

LIVE HELP

## Welcome

Want to designate another payer? ?

If someone other than a student will be making payments or setting up a payment plan, you will need to designate them as an **AUTHORIZED PAYER** in our system.

**STEPS TO AUTHORIZE ANOTHER PAYER:**

1. The student will need to designate the Authorized Party. Please click on the **"WANT TO DESIGNATE ANOTHER PAYER"** link in the top right corner of the page.
2. Once you have completed the required information, an email will be sent to the Authorized Payer with a link to log into the payment system.
3. When the Authorized Payer has accessed the payment system, the Authorized Payer can complete a payment plan or make a payment on the student's behalf.

**PAYMENT PLAN PAYMENTS WILL BE PROCESSED AUTOMATICALLY FROM THE ACCOUNT YOU'VE PROVIDED.**

**Begin** | Cancel

# Step 14: Verify your contact information and check the box to receive email payment reminders. Click Next.

Onondaga Community College Summer 2023 [LIVE HELP](#)

Progress Tracker

Contact Information   Amount Due   Plan Options   Payment Details   Payment Schedule   Review & Authorize   Thank You

## Contact Information

### Demographics

**PAYMENT PLAN PAYMENTS WILL BE PROCESSED AUTOMATICALLY FROM THE ACCOUNT YOU'VE PROVIDED.**

Student ID*	0000000	
Name	Onondaga Community College 4585 West Seneca Turnpike Syracuse, NY 13215 (315) 498-2000	<a href="#">Edit Details</a>
E-mail Addresses	occinfo@sunyocc.edu	

Please send me e-mail payment reminders [Details](#)

All correspondence will be sent via e-mail only  
Correspondence will be sent to all e-mail addresses provided

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize Nelnet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s).

[Back](#)   [Next](#)   [Save & Exit](#)   [Cancel](#)

# Step 15: Verify your amount due. Click Next.

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Progress Tracker

Contact Information **Amount Due** Plan Options Payment Details Payment Schedule Review & Authorize Thank You

## Amount Due

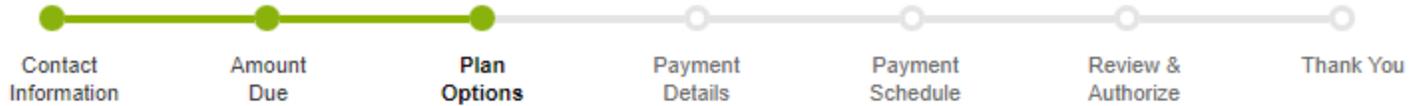
**PAYMENT PLAN PAYMENTS WILL BE PROCESSED AUTOMATICALLY FROM THE ACCOUNT YOU'VE PROVIDED.**

Name	Amount Due	
Onondaga Community College	696.00	<a href="#">View Details</a>

Back **Next** | Cancel

# Step 16: Select your plan. Click Next.

Progress Tracker



## Payment Plan Options

Amount Due to Onondaga Community College: \$696.00

Select a payment schedule

Show: All Items Selected

### Monthly Payments

Select	Payment Method	Number of Payments	Beginning Month	1st Payment Amount	Available Payment Days	Last Day to Enroll	Payment Plan Enrollment Fee (Due Today)
<input type="radio"/>	Automatic Payments from <ul style="list-style-type: none"><li>Bank Account</li><li>Credit/Debit Card</li></ul>	4	May 2023	\$174.00	20th	11 May 2023	\$33.00

Back Next Cancel

\*Plans options will vary depending on when you sign up for a plan and what semester you are signing up for.

# Step 17: Click OK to acknowledge the nonrefundable enrollment fee then select your payment method. Click Next.

Amount Due    Plan Options    Payment Details    Payment Schedule    Review & Authorize    Thank You

## Plan Options

### Payment Plan Enrollment Fee

There is a nonrefundable payment plan enrollment fee to participate in the option you selected.

**OK** | **Cancel**

Payments	Month	Amount	Payment Days	Last Day to
Account #	May 2023	\$174.00	20th	11 May 2023

Progress Tracker

Contact Information    Amount Due    Plan Options    **Payment Details**    Payment Schedule    Review & Authorize    Thank You

## Payment Details

Please enter your primary financial account for payments

Pay using:

Onondaga Community College allows you to pay using: a bank account (checking or savings) or a credit/debit card (Visa, Mastercard or Discover).

Card transactions for Onondaga Community College are processed by Nelnet Campus Commerce, USA.

**Back**    **Next**    **Cancel**

# Step 18: Add account information for a Bank Account or a Credit Card. Hit Save.

Progress Tracker

Contact Information   Amount Due   Plan Options   **Payment Details**   Payment Schedule   Review & Authorize

## ← Add Account ?

**Bank Account**

Required fields are marked with an \*

Please enter your name exactly as it appears on your Bank Account.

Account Holder Name\*

Bank Name\*

Account Type\* -- Select --

Routing Number\*  ?

Account Number\*  ?

**Save** | Cancel

Progress Tracker

Contact Information   Amount Due   Plan Options   **Payment Details**   Payment Schedule   Review & Authorize

## ← Add Account ?

**Credit/Debit Card Details**

Required fields are marked with an \*

Please enter your name exactly as it appears on your Credit/Debit Card.

Account Holder Name\*

Card Number\*

Card Brand\* -- Select --

Expiration Date\* -- Select -- / -- Select --

Security Code (CVV)\*  ?

### Billing Address

Please enter the address as it appears on your billing statement.

Country\* United States

Address Line 1\*

Address Line 2  Apartment, Suite, Unit, Building, Floor, etc. Add

City\*

State\*

ZIP/Postal Code\*

**Save** | Cancel

# Step 19: Confirm Payment Details. Hit Next.

Progress bar: Contact Information, Amount Due, Plan Options, **Payment Details**, Payment Schedule, Review & Authorize, Thank You

## Payment Details

Please enter your primary financial account for payments

Pay using  ?

Card transactions for Onondaga Community College are processed by Nelnet Campus Commerce, USA.

Onondaga Community College allows you to pay using: a bank account (checking or savings) or a credit/debit card (Visa, Mastercard or Discover).

### Amount Due Today

Pay using [Change](#)

Card transactions for Onondaga Community College are processed by Nelnet Campus Commerce, USA.

Enrollment Fee <a href="#">View Details</a>	33.00
<b>Amount Due Today</b>	<b>\$33.00</b>

### Remaining Amount

<b>Total Amount Remaining for Payment Plan</b>	<b>\$696.00</b>
--	-----------------

[Back](#) [Next](#) [Cancel](#)



# Step 19: View your Payment Schedule. Hit Next.

Onondaga Community College

Summer 2023

LIVE HELP

Progress Tracker

Contact Information   Amount Due   Plan Options   Payment Details   **Payment Schedule**   Review & Authorize   Thank You

## Payment Schedule

### Future Payment Schedule

Payments will be on the 20th of the month.

Payment Date	Description	Amount
Monday, May 22, 2023	Payment	174.00
Tuesday, June 20, 2023	Payment	174.00
Thursday, July 20, 2023	Payment	174.00
Monday, August 21, 2023	Payment	174.00

Card transactions for Onondaga Community College are processed by Nelnet Campus Commerce, USA.

[Back](#) [Next](#) | [Cancel](#)



# Step 20: Read the Terms and Conditions and click the acknowledgement button. Review your plan information and hit Authorize.

Onondaga Community College

Summer 2023

Progress Tracker

Contact Information   Amount Due   Plan Options   Payment Details   Payment Schedule   **Review & Authorize**   Thank You

## Review & Authorize

Nelnet Returned Payment Fee Policy

<b>Amount Due Today</b> <b>\$33.00</b>	<b>Remaining Amount</b> <b>\$696.00</b>
Payment Method Mastercard - 6063 (Change)	Payment Method Mastercard - 6063 (Change)

I have read and accept the terms and conditions of this payment plan  
(Plan details and Terms & Conditions are listed below)

**Back**   **Authorize**   **Cancel**