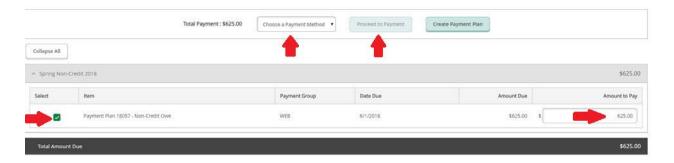


Pay the Balance on Your Payment Agreement

- Step 1: Visit http://cougarweb.cscc.edu and click the yellow button CougarWeb for Continuing Education

 CougarWeb for Continuing Education
- Step 2: Click the gray login button at the bottom center of the page. Enter your CSCC username (the portion of your email without @cscc.edu), and your CSCC password. Click Submit.
- Step 3: Click the blue Manage My Account link under the Financial Profile section in the lower left.
- **Step 4:** You will be in the area called "Self Service" and will be on the "Make a Payment" screen. Verify that the payment plan you wish to pay has a green check beside it, or check the box if needed. Then, enter the amount you wish to pay in the box on the far right for that plan. Select a payment type from the drop down at the top, and click "Proceed to Payment".



Step 5: You will be taken to PayPal to finish the payment process.

<u>IMPORTANT NOTE</u>: Students who do not pay off their balance within 45 days of the due date will be turned over to the State of Ohio Attorney General for collections.