

## Pay the Balance on Your Payment Agreement

**Step 1:** Visit <http://cougarweb.csc.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 @csc.edu), and your CSCC password. Click Submit. **LOG IN**

**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".

The screenshot shows the 'Make a Payment' interface. At the top, it displays 'Total Payment: \$625.00' and buttons for 'Choose a Payment Method', 'Proceed to Payment', and 'Create Payment Plan'. Below this is a 'Collapse All' button and a section header 'Spring Non-Credit 2018' with a total of '\$625.00'. A table lists payment items, with the first item 'Payment Plan 18057 - Non-Credit Owe' selected (indicated by a green checkmark and a red arrow). The table columns are 'Select', 'Item', 'Payment Group', 'Date Due', 'Amount Due', and 'Amount to Pay'. The 'Amount to Pay' column shows a red arrow pointing to the input field containing '\$625.00'. At the bottom, a 'Total Amount Due' bar shows '\$625.00'.

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Payment Plan 18057 - Non-Credit Owe	WEB	6/1/2018	\$625.00	\$625.00

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

**IMPORTANT NOTE:** 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.

**Problems?** If you have any problems please contact the Non-Credit Registration Office at 614-287-5858, or [cewdreg@csc.edu](mailto:cewdreg@csc.edu). The office is open Mon-Thurs 8:00-5:00, and Fri 8:00-4:00.