

Payment Plan Instructions

Important Information

- Available **online only** for Fall, Spring, and Summer semesters!
- \$40 non-refundable payment plan fee along with the first payment is due when you sign up!
- You **must** be prepared to pay by check or credit card on-line.
- This is an **AUTOMATIC MONTHLY** payment system. Payments will automatically be deducted from/charged to the method of payment you select on a monthly basis.
- Please note there will be additional fees if payment is denied for **any** reason!

Directions to access the Payment Plan

- Go to GCC's Website (www.gccnj.edu)
- Click on the GCC portal in the top left corner and sign in using your current GCC network information
- Go to the top of the page after signing in and click onto SS (self serve)
- Click Student & Registration Records link
- Click on Student Account link
- Click on Account Summary By Term link
- Scroll to the bottom of the page and click on Payment Plan (This will link you directly to the payment plan website)
- Under Students and Staff - Enter your GCC user name and password then Login Now
- Read the **ANNOUNCEMENTS** carefully and then continue the enrollment process

Making Changes to the payment plan

****Account numbers cannot be edited****

In order to change an account number, you must:

1. create a new method of payment,
2. change the future installments to use that new method of payment,
3. and then you can delete the old method of payment (if necessary).

Creating a new method of payment:

Once logged onto the payment plan website, go to "My Profiles" tab then the "Payment Profile" tab. Add the new method of payment. You will receive confirmation that the new method was accepted.

Changing future installments to use another method of payment:

Click on the "Payment Plans" tab, and then click on the word "Change". This will allow you to change the method with a drop down box. Choose the method you want to use and select "Go". You will receive confirmation that the change has been accepted.

Deleting a method of payment that is not attached to any future payments:

Click on the "My Profiles" tab and then "Payment Profile" tab. The methods of payment that you have created will appear under "My Payment Methods." The words Edit and Delete are listed under "Action" next to each method. Choose the word Delete next to the payment method that you want to delete. You will receive confirmation that the deletion was accepted.

Editing a credit card expiration date:

Click on the "My Profiles" tab and then "Payment Profile" tab. The methods of payment that are set up will appear under "My Payment Methods." The words Edit and Delete are listed under "Action" next to each method. Choose the word Edit next to the payment method that you want to change, make the change and save. You will receive confirmation that the change was accepted.