

## To Make a Payment On MyHC

1. Sign in to MyHC (on the top right corner) <https://myhc.hillcollege.edu/ICS/>
2. Select the **STUDENT** tab at the top of the page
3. On the left hand side under STUDENTS, click **Finances & Financial Aid**. There is also a dropdown available here.
4. Select **Pay for Classes**
5. Select the Term you are wanting to pay from the dropdown
6. Scroll to the bottom of the page where it shows your balance due
7. Select either Enroll in payment plan, or Make payment in Full

\*\* If you select payment plan, it will take you to the College Green payment plan page to set up your payment plan. There is a \$35 fee to enroll.

\*\* If you select Make payment in Full, it will take you to the College Green One-Time payment screen.

## To Set up or Change a Refund Choice

1. Sign in to MyHC (on the top right corner) <https://myhc.hillcollege.edu/ICS/>
2. Select the **STUDENT** tab at the top of the page
3. On the left hand side under STUDENTS, click on Finances & Financial Aid. There is also a dropdown available here.
4. Click on the **Click to Submit Direct Deposit Designation**

\*\* You will be taken to the Student Refund Choice page. It should say your name at the top. Here you can choose to use your existing bank account, or you can choose the student checking account offered by Herring Bank (Herring Bank debit card). Once you have completed the steps for refund choice, click "I Accept & Finish".