HOW TO PAY FEES ONLINE

- 1. Go to: <u>https://portal.cerritos.edu/</u>
- Enter your Student ID and Password (Birth date MM/DD/YYYY, for example October 1st of 1989 would be: 10011989. No spaces or dashes), then select Login. (For password assistance, visit <u>MANAGING</u> <u>YOUR PORTAL ACCOUNT</u> or go to <u>https://www.cerritos.edu/it/faqs/default.htm</u>.)

CERRITOS CAMPUS PORTAL		
Students If you are student signing in for the first time, your <u>default password is your 8-<i>digit DOB</i></u> using this format:		
Our website has information on <u>how to reset a forgotten password</u> .		
Username / Student ID]_	
Password Cerritos College		
Login Set Password User Self-Service		

3. Select MyCERRITOS.

College Single Sign-On Po	ortal	Manage Your Account Settings
SAML SSO Password-based SSO		Size: Large V Change
MyCerritos	Cerritos College	

4. Next, under the header <u>My Information</u>, click on "**PAY My FEES**".

	0	0 -	One Stop)	0 v	My Information
ements.			Student Center View registration appointment date & time. Enroll and drop classes, make payments, view financi	ial ai	1. Duy	Enroll/Drop My Classes Enroll for classes online – add or dr
	C	0.7	parking permit and books online. Update your info (address, email, phone, etc.)	>	ö v	Pay My Fees Pay all your fees (including enrollm
will be mailed to you.			Schedule Plus Quickly and easily browse classes by department, session, and status including open, closed, he cancelled	eld ar	nd	View My Grades Quickly view your latest grades, wh them.
er your CCSA fee.			Class Schedule Browse the PeopleSoft class schedule by department or search by course number or other criteri	ia		View My Unofficial Transcript View and print an unofficial report o received.
	0	0 -	Course Catalog The catalog lists course number and title, provides detailed course descriptions, graduation and t	trans	fer	Buy My Official Transcript Purchase a printed official report of received

5. A new account summary window will open (be sure to enable popup windows). Click on "MAKE A PAYMENT".

	ronic Payments/Purchases Acc	ount Services	
immary A <u>c</u> tivity C <u>h</u> a	rges Due <u>P</u> ayments P <u>e</u> nding	g Aid	
ccount Summary			
You owe 0.10.			
Due Now	0.10		
Future Due	0.00		
What I Owe			
Term	Outstanding Charges & Deposits	Pending Financial Aid	Total Due
Term 2014 Summer	Outstanding Charges & Deposits 0.10	Pending Financial Aid	Total Due 0.10
Term 2014 Summer Total	Outstanding Charges & Deposits 0.10 0.10	Pending Financial Aid	Total Due 0.10 0.10
Term 2014 Summer Total	Outstanding Charges & Deposits 0.10 0.10	Pending Financial Aid	Total Due 0.10 0.10
Term 2014 Summer Total Currency used is US Do	Outstanding Charges & Deposits 0.10 0.10	Pending Financial Aid	Total Due 0.10 0.10 € a Payment
Term 2014 Summer Total Currency used is US Do	Outstanding Charges & Deposits 0.10 0.10	Pending Financial Aid	Total Due 0.10 0.10 3 a Payment

6. ******You will be redirected to our secured third-party credit card processer CyberSource. **** Enter payment amount** and click on **"NEXT"**.

Account Inquiry	lectronic Payments/Purchases	Account Services	
Make a Payment			
Specify Payme	ent Amount		
This is a list of charges through the Cashiers o	s that you are allowed to pay online. Y office or mailed in separately.	our other charges can be paid	
What I Owe			
Description	Term	Outstanding Charges	Payment Amount
	2014 Summer	0.10	.10
Currency used is US [Dollar		
		Cancel Next	

7. Confirm payment amount and click on "CONTINUE TO MAKE A PAYMENT".

Account Inquiry	Electronic Payments	Purchases Account	nt Services
Make a Payme	nt		
Confirm Pay	/ment		
(i) Your p third p	bayment of 0.10 US barty payment provi	D will be collecte ider.	ed through our secure
	Cancel	Previous	Continue to Make Payment
In the second s			

8. Enter the following required information:

BILLING INFORMATION

- Address Line 1
- City
- Country/Region
- State/Province
- Zip/Postal Code
- Email

PAYMENT DETAILS

- Select CARD TYPE
- Card Type
- Card Number
- Expiration Date
- CVN (Three- or four-digit number printed on the back or found of the credit card)

After the above information is entered, click on "FINISH".

(If you are forwarded to an Oracle Login page, please clear your browser history (cache). You can find instruction at <u>https://www.cerritos.edu/it/faqs/clearingbrowsercache.htm</u> or try the recommended browser Firefox.)

Address Line 1	11110 Alondra Blvd
City *	Nojwalk
Country/Region *	United States of America
State/Province *	California 🗸
Zip/Postal Code *	90650
Email *	noreply@cerritos.edu
Payment Details 🔒	
Card Type *	
	VISA Visa O Mastercard
Card Number *	
Expiration Date *	✓
CVN *	This code is a three or four digit number printed on the back or front of credit cards.
Cancel	Finish

9. Verify payment amount, then click on "SUBMIT".

Account Inquiry	Electronic Payments/Purchases	Account Services		
Make a Payme	ent			
Submit Pay	ment			
If the following info	ormation is accurate, select the Submit	button.		
Payment Sum	nary			
	Payment Amount			
Currency used is	US Dollar			
	Card Number			
			Cancel	Submit

10. After you receive the message " ✓ your payment has been accepted. Save for your reference." Your payment is now complete! You can go the top right corner and select **Student Center** to return to Student Center page.

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