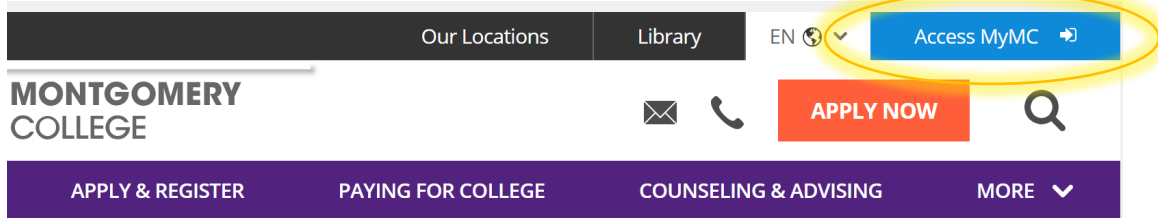


1. Go to www.montgomerycollege.edu Click on **Access MYMC**.



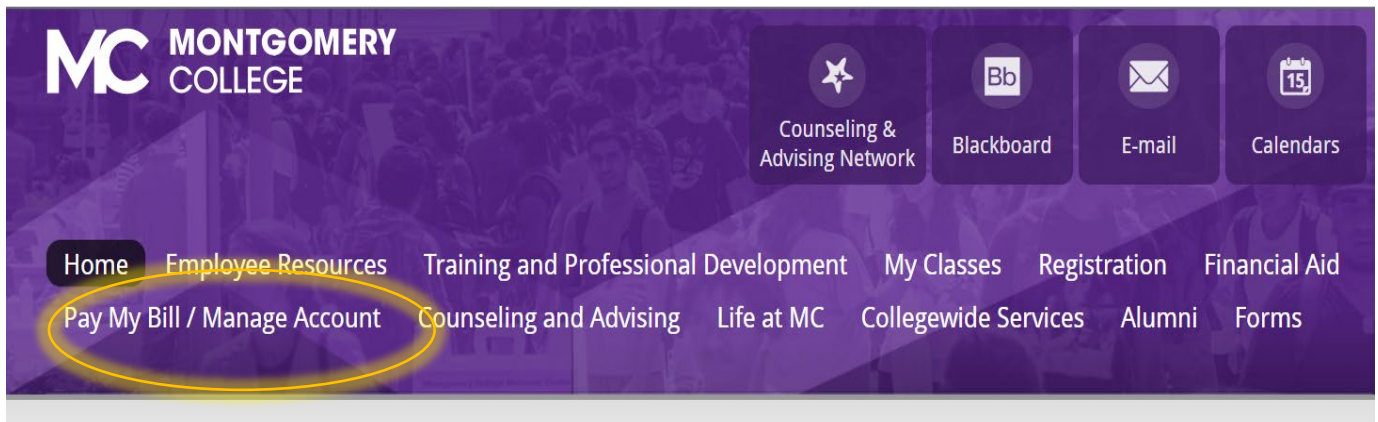
2. Log in using your User Name and password.



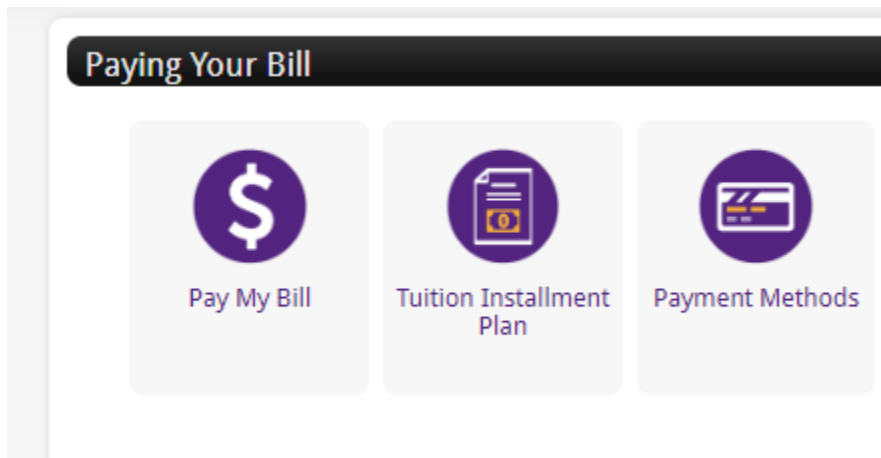
3. Set up your 2-Factor- Authentication **DUO MOBILE PUSH** by following the steps prompted on your computer. Note: you will have to download the **DUO Mobile App** on your mobile device to continue. If you need additional support with this step, call the IT Help Desk 240-567-7222.

A screenshot of the 'Protect Your Montgomery College Account' page. On the left is the 'MC' logo. Below it are links for 'What is this?' and 'Need help?'. Underneath is the text 'Secured by Duo'. The main content area has the heading 'Protect Your Montgomery College Account' and a text box explaining that two-factor authentication enhances security by using a secondary device. Below this text is a green 'Start setup' button.

- 4. Once you have registered for your class, click on **Pay My Bill/ Manage Account**



- 5. Click on **Tuition Installment Plan**



- 6. Click on **Enroll in Payment Plan**

Student Account	ID: xxxxx6203	
Balance	\$3,460.00	
View Activity	Enroll in Payment Plan	Make Payment

7. Select the current term:

Select a term

Select Term ▼ Select

Select Term

Ex: Fall, Spring, Summer I or II

8. Select one of the **Auto Pay WDCE** payment plans – NOTE: there is a **\$35.00 non-refundable payment plan set up fee** due with your first payment. The minimum balance due to enroll in this plan is **\$900**. Payments **AUTOMATICALLY** process on the payment due dates and due dates are **NOT** changeable! Please click on Details for more information.

Plan Name	Fee	Payment	Installments	Fee	Action
Auto Pay WDCE Term 3-pay Plan	\$35.00	33%	2	\$35.00	Details Select
Auto Pay WDCE Term 2-pay Plan	\$35.00	50%	1	\$35.00	Details Select

9. Please read the details carefully and proceed on making a payment by selecting the plan. The first payment is due at the time of registration, then Click on **Continue**.

Description	Due Date	Amount(\$)
Setup fee	Due now	35.00
Down payment	Due now	1,141.80
Installment 1	7/24/22	1,159.10
Installment 2	8/12/22	1,159.10
Total of installments:		2,318.20
Total due now:		1,176.80

Example

10. Select the method of payment “Credit or Debit Card” and click Continue

Amount

\$1,176.80

Method

Select Method

Select Method

Credit Card

Credit or Debit Card

Other Payment Methods

11. Type your credit card information and process your payment.

Account Information

* Indicates required fields

*Card number:

If you have any questions, please contact us 240-567-5188