HOW TO MAKE A PAYMENT BY CREDIT CARD

Credit card payments can only be made online at my.sc.edu. There is a 2.5% convenience fee for the use of a credit or debit card.

1. Log onto **my.sc.edu** using your VIP ID and password.
2. Click on the **Account Information** tab.
3. Click on the **Payment Gateway** tab and another window will open.
4. Click on the **Make a Payment** tab.
5. The Account Payment Screen which displays the current balance and any pending payments will open. Click on the **Make a Payment** tab.
6. Select either **Pay by Term** or **Current Account Balance**.
7. Click **Continue**.
8. Click the **Select Payment Method** drop down box and choose the **New Credit Card** option. (You can also use previously saved credit cards under this option.)
9. Key in your credit card and billing information.
10. You can save this method of payment by clicking on the **Save this payment method for future use** checkbox and key in a name for this card.
11. Click **Continue** and review your confirmation message to ensure the transaction details are correct.
12. Click the **Submit Payment** tab to authorize the transaction. You will receive a confirmation email with the payment details.
13. Click on the **Payment History** tab to review a record of the details.