*NOTE: You have the option of paying with an **American credit card or checking account**, but foreign credit cards are not accepted. To pay fees with a **foreign currency** you will need to have your local bank transfer funds via Western Union Business Solutions to HCC in the United States. First you will need access to a **PRINTER**, then follow the instructions outlined in red in this tutorial to obtain the transfer information that you will need to print out and take to your local bank within 72hrs of completing the International Online payment form.

*The payment will be completed once your bank has sent the transfer of funds to HCC.*
Home Page:  [www.hccs.edu](http://www.hccs.edu)

1. Click on **Student Sign-Ins** to log in

2. Click on **Student System Sign-In** to log in
Enter User ID and Password

Enter your **User ID** and **Password** then click ‘Sign In’

If you have not yet set up your online account, click ‘**First Time User**’

---

**Houston Community College Student System Sign In**

**User ID:** W200012345

**Password:** ********** (case sensitive)

[Sign In]

[First Time User]
[Retrieve UserID]
[Reset Password]
[Help]
1. Read carefully

2. Check **ALL** addresses; click on each link to make any necessary changes.

3. When finished, click ‘Continue’
Click the link: ‘Make a Payment or Set up Payment Plan’
### Make the Payment

**Student Account Online**

Jane Doe

---

**1098T IRS form** is available for all eligible students at the bottom of this page.

---

**Your Account**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Balance</td>
<td>$0.01</td>
</tr>
<tr>
<td>Minimum Due</td>
<td>$0.01</td>
</tr>
</tbody>
</table>

- Click here to make a payment
- The last payment received was for $75.00 on 5/13/2011.

---

**Your Bills**

- View All
- There are currently no bills for your account.

---

**Your Recent Payments**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/13/2011</td>
<td>$75.00</td>
<td>View</td>
</tr>
<tr>
<td>10/30/2008</td>
<td>-$36.50</td>
<td>View</td>
</tr>
<tr>
<td>10/30/2008</td>
<td>$36.50</td>
<td>View</td>
</tr>
</tbody>
</table>

- View All

---

**Installment Payment Plans**

- Enroll in the Quarter IV 2011 CEU1 Payment Plan
- Enroll in the Quarter IV 2011 CEU2 Payment Plan
- Enroll in the Quarter IV 2011 CEU3 Payment Plan
- Enroll in the Fall 2011 Flex Payment Plan
- Enroll in the Fall 2011 Regular Term Payment Plan
- Enroll in the Fall 2011 Second Start Payment Plan

---

**HCCSOOne.com**

- Access HCCSOOne.com

---

Click the link: **'Click here to make a Payment'**
1. Select the payment types you want to make.

2. Click 'Checkout'
The following items require additional information:

International Application Fee

Reference: 

Click ‘Continue Checkout’
You have the option of paying with an American Credit Card or a check from a United States bank.

Select Method of Payment

- Enter new credit card information.
- Enter new electronic check information.
- Pay with Foreign Currency

Select **Pay with Foreign Currency** if you do not have an American Credit card or American bank account and then click ‘Continue Checkout’.
1. Select the **country** you are in and then the **currency** that is **available** with your bank.

2. Don’t forget to check the Terms and Conditions box.

3. Click ‘Continue Checkout’.

(You'll have a chance to review this order before it's final.)
Student Account Online
Jane Doe

Items Selected
- Summer 2011: $0.01
- International Application Fee: $75.00

Total Amount: $75.01

Payment Information
This payment will not be complete until you have instructed your bank to transfer the appropriate funds, based on the instructions that will be provided as a link on the receipt page. The conversion rate you have been quoted will be effective for 72 hours. Please visit your bank and initiate the transfer of funds within this time period.

Selected Currency: Thai Baht
Selected Country: Thailand
Foreign Currency Total: THB 2,377.22
Student Name: Jane Doe
Remitter Name: Jane Doe
Email Address: Jane.Doe@student.hccs.edu

Click 'Submit Payment'
Student Account Online

Jane Doe

Transaction Pending

Receipt Number: 3434980 "PENDING"
Customer: JANE DOE
Web payment location
Current Date: 06/21/2011

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2011</td>
<td>$0.01</td>
</tr>
<tr>
<td>International Application Fee</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Total $75.01
*NOTE: Your payment is now pending in our system. You will need to take the transfer information to your local bank in order to complete the payment with in the next 72hrs.

Click the link to print out the information you will need to take your local bank
Western Union Business Solutions

The following quote is valid until:    24 June 2011 17:09 GMT

You cannot use this information printed on this sheet after this date and will need to go online for a new quote.

Please take this sheet to your bank as it contains all the information needed to make the transfer.

Amount to Pay:       THB  2,377.22
Bank Identifier:     SWIFT:HSBCTHK
Bank Name:           THE HONGKONG SHANGHAI BANKING CORPORATION LTD
Bank Address:        HSBC Building  968 Rama IV Road
                     BANGKOK THAILAND  10500
<table>
<thead>
<tr>
<th>Beneficiary name:</th>
<th>Western Union Business Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number:</td>
<td>1159482001</td>
</tr>
<tr>
<td>Beneficiary Address:</td>
<td>1152 15th Street NW</td>
</tr>
<tr>
<td></td>
<td>Washington DC 20005</td>
</tr>
</tbody>
</table>

*NOTE: the correct address will be a Western Union address and they will forward the money to HCC.*

<table>
<thead>
<tr>
<th>Reference Information:</th>
<th>US434980HC2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td>JANE DOE</td>
</tr>
<tr>
<td>Remitter Name:</td>
<td>Jane Doe</td>
</tr>
</tbody>
</table>

Please ensure this reference information is sent with your payment. If this reference is missing the payment will not be credited to your account.

Upon receipt the funds will be applied to your account at Houston Community College System

Houston Community College System in partnership with

**Western Union Business Solutions**

1152 15th Street NW, Washington DC 20005
Payment Inquiries, please email studentinquiries@travelex.com
Phone: 1 877 218 8829
Receipt Number: 3434980  “PENDING”
Customer:  JANE DOE
Web payment location
Current Date: 06/21/2011

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2011</td>
<td>$0.01</td>
</tr>
<tr>
<td>International Application Fee</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Total $75.01

Payments Received
This payment will not be complete until you have instructed your bank to transfer the appropriate funds, based on the instructions that will be provided as a link on the receipt page. The conversion rate you have been quoted will be effective for 72 hours. Please visit your bank and initiate the transfer of funds within this time period.

Selected Currency: Thai Baht
Selected Country: Thailand
Foreign Currency Total: THB 2,377.22
Student Name: OANH NGUYEN
Remitter Name: Jane Doe

Total $75.01

Thank you for the payment.