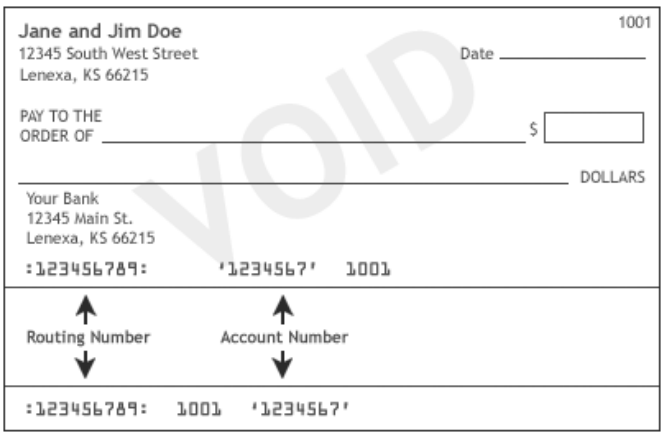
Instructions for Paying Tuition online in ACC Marketplace

1. Go to www.austincc.edu
2. Click ACC Marketplace under eServices on the right hand side of the screen
3. Click Child Care School
4. Click Child Care School Tuition
5. To make a payment you will need:
    a. The invoice from the Lab School with the number and amount you are paying
    b. Your Credit Card number OR if you are paying by personal check, you will need your routing number and bank account number



6. Add the **Invoice Payment Amount** and click **ADD TO CART**
7. Click **CHECKOUT**
8. If you will be using ACC Marketplace for future payments, click **REGISTER AND CONTINUE**. If not, fill out the form on the current screen and click **CONTINUED UNREGISTERED**
9. Specify a **default address**
10. If you want to save this address as your shipping/billing for future payments, choose a **shipping profile name** and click **Save Shipping Information**
11. Click **CONTINUE TO PAYMENT**
12. Enter your payment information
13. Click **Save this payment method to your customer profile** and choose a **Payment Profile Name** if you would like to save for future payments. Next time you will click *Pay with Saved Method*
14. Enter your child(ren)'s information into **Child Care School Buyer Information**- This is where you will enter the invoice number
15. Click **REVIEW YOUR ORDER**
16. Re-enter your password to confirm payment (*note there is a $25 fee for returned checks*)
17. Click **SUBMIT YOUR ORDER**
18. Print a receipt for your records if needed (you will get a confirmation e-mail either way)
19. **BE SURE TO LOG OUT!!!**

PLEASE NOTE YOU CAN ALSO PAY AT ANY ACC CASHIER'S OFFICE.

Go to: http://www.austincc.edu/busdept/cashier for hours of operation and location. You will need to take the invoice given to you by the Lab School to the cashier's office to make payment. Once you pay they will give you a receipt and you will need to turn a copy of the receipt into the Lab School.