



# Making an Online Payment

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1. Go to [nvcc.edu](https://nvcc.edu)
2. Log on to myNOVA and click on SIS (Student Information System)
3. Click on Student Center
4. Under Finances, click on the “Select College” hyperlink. Make sure it reflects Northern Virginia Community College as the institution, a career is selected (credit or non-credit), and the term reflects 2023 Fall. Click “Save”.
5. Return to the student center under the Finances section and click Make a Payment.

*If you are paying for the first time continue to step 6 otherwise go to step 9.*

6. You will be prompted to create an account and must provide your name, address, phone number, and any email addresses besides the VCCS email. You will then be prompted to create a 4-digit PIN.
7. Once your account is created with Nelnet, you will be brought to the Home page.
8. Click on Make a Payment
9. Select the Accounts to Pay by clicking on the corresponding box. The Current Balance amount reflected is the student’s SIS account balance net of any anticipated aid. You can input the amount you want to pay in the Payment Amount field.
10. The Payment Methods page opens next. This is the page where you will enter your bank account (bank name, account type, routing #, and account #) or credit card information. If paying by credit card a convenience fee of 2.8% will be added in addition to the transaction amount. If using a bank account, no fee will be assessed. If you want to save the payment information for future payments, click save and continue. If you do not want the payment information saved, you will need to uncheck the save information box and then click continue.
11. Now you need to review all of their payment information. If everything looks correct, click Pay \$DD.CC now. Otherwise, click cancel
12. If Pay is clicked, a receipt will be displayed.