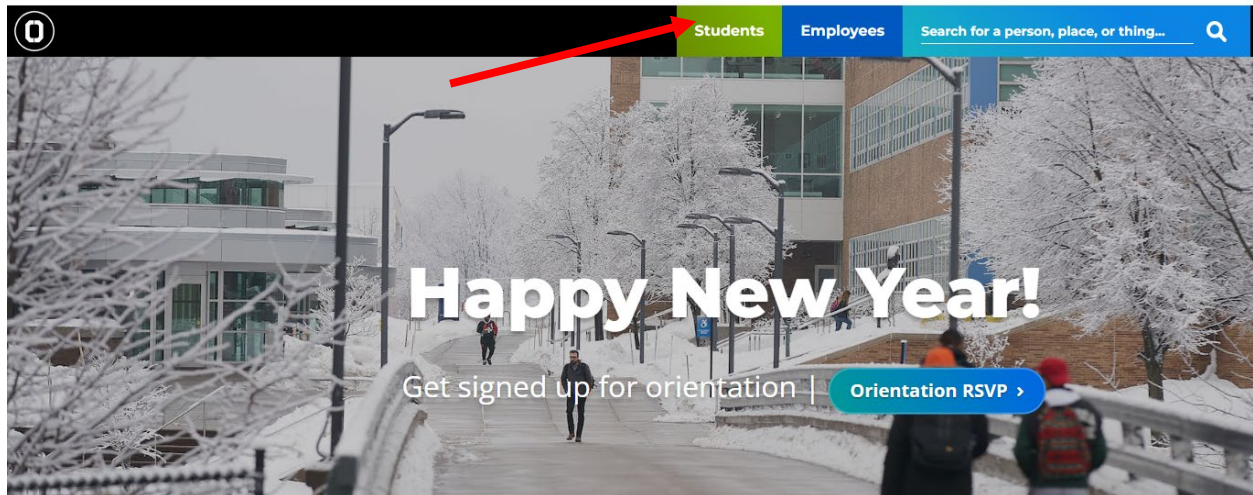
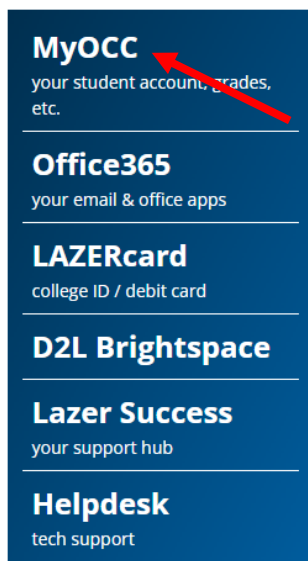


# Steps for paying your PTK Membership Fee online

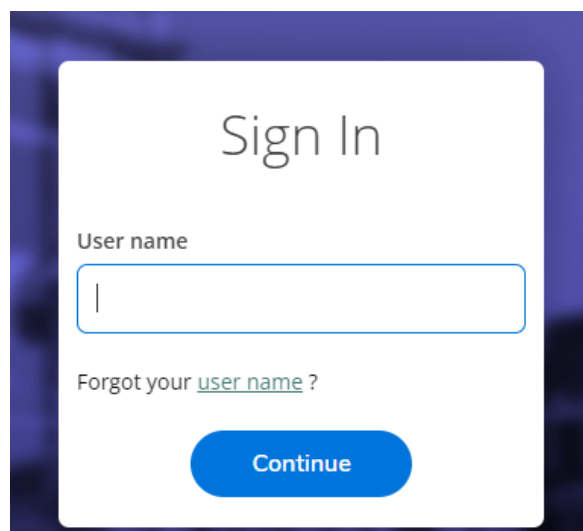
1. Go to [sunyocc.edu](http://sunyocc.edu) and click on *Students*.



2. Select *MyOCC*.



3. Enter your User name.



4. Enter your User Name and Password.



## Central Authentication Service (CAS)

Enter your User Name and Password [CAS Login Help](#)

User Name:

Password:

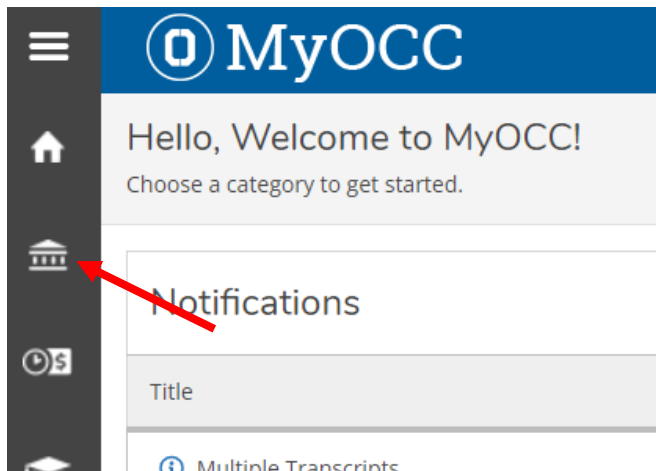
[Reset Password \(Current Students and Staff\)](#)  
[Reset Password \(All Others\)](#)

Warn me before logging me into other sites.

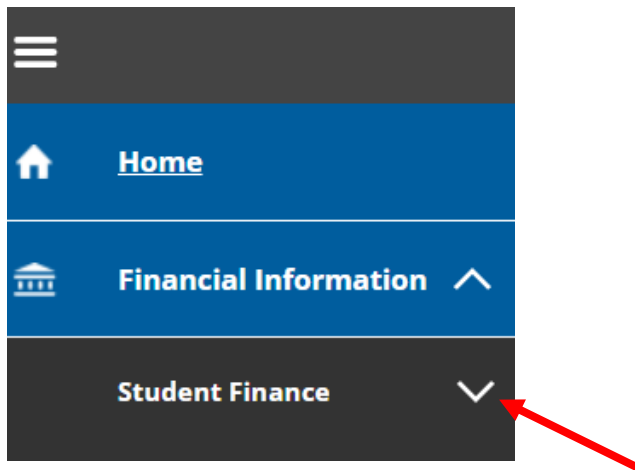
The CAS Login page enable information, please review [CAS Login Help](#)

If you forgot or need to

5. Select the Bank Icon on the left side of the screen. This opens up the *Financial Information* menu.



6. Click on *Student Finance* and select *Make a Payment*.



Account Summary


Nelnet Payment Plan

Make A Payment

Account Activity

7. This will bring up your semester charges and your PTK Membership Fee will be listed under *Other*. The boxes next to each semester you owe for will automatically be checked and the amount to pay will show the balance owed.

Total Payment : \$74.00

 Alert: You will be taken to PayPal to complete your payment. If your payment does not process for any reason, please contact the bank that issued your card for assistance. Thank you.


Please Note: Amounts Due may include credit amount.

Spring 2024						\$63.00	^
Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay		
<input checked="" type="checkbox"/>	Student Receivable	ECOM	1/9/2024 (Overdue)	\$63.00	\$ <input type="text" value="63.00"/>		

Other						\$11.00	^
Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay		
<input checked="" type="checkbox"/>	Phi Theta Kappa Membership Fee	ECOM	1/17/2024 (Overdue)	\$11.00	\$ <input type="text" value="11.00"/>		

8. If you ONLY want to pay for your PTK Membership Fee. Make sure that you de-select the box next to any other term.

 Alert: You will be taken to PayPal to complete your payment. If your payment does not process for any reason, please contact the bank that issued your card for assistance. Thank you.


Please Note: Amounts Due may include credit amounts.

Spring 2024						\$809.00	^
Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay		
<input type="checkbox"/>	Student Receivable	ECOM	1/9/2024 (Overdue)	\$809.00	\$ <input type="text"/>		

Other						\$11.00	^
Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay		
<input checked="" type="checkbox"/>	Phi Theta Kappa Membership Fee	ECOM	1/17/2024	\$11.00	\$ <input type="text" value="11.00"/>		


9. At the top of the screen, select the payment method you would like to use (MasterCard, Visa, Discover). Then select *Proceed to Payment*.

Total Payment : \$11.00 Choose a Payment Method  Proceed to Payment

---

**Alert:** You will be taken to PayPal to complete your payment. If your payment does not process for any reason, please contact the bank that issued your card for assistance. The

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Total Payment : \$11.00 MasterCard  Proceed to Payment

10. On the next screen, confirm that the amount of payment is correct and click on the *Pay Now* button.

**MyOCC** e.m.woods2 Sign out Help 1

Financial Information · Student Finance · Make A Payment

### Payment Review

Review your Payment Information below

Payment Review

You have chosen to pay the items below. If you agree to pay these items, click the Pay Now button below. You will be taken to a secure web site to enter your payment information.

Payment Information	
Item	Amount
Phi Theta Kappa Membership Fee	\$11.00
Total Payment Amount	\$11.00





Payment Method: Master Card

Pay Now

11. You will then be directed to the payment screen where you will enter your card information. Enter your email address that you prefer the payment confirmation be sent to.

Pay with credit or debit card

Card Number

Expiration Date  /

CSC

What is this?

Billing Address

First name (optional)

Last name (optional)

Country (optional)

Billing address (optional)

If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City (optional)

State (optional)

ZIP (optional)

Phone Number (optional)

Email Address (optional)

Pay Now

**Order summary**  
Total (USD): 10.00

12. After you submit your payment, you will receive an emailed confirmation of your payment sent to the email address provided on the payment screen.



Thu 1/18/2024 3:12 PM  
studentaccounts2@sunyocc.edu  
Web Payment

To Woods, Erin

Retention Policy OCC-Removexbox (1 year)

Expires 1/17/2025

If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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**Payment Acknowledgement**

Thank you for your payment of \$ 1.00 which has been processed. Please review complete refund and payment policy details at: <http://www.sunyocc.edu/tuition> If you have any questions about billing or payment please contact Student Central at 315-498-2000.

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**Receipt Number**

000884730

**Date/Time**

01/18/2024 15:12:08

**Merchant**

Onondaga Community College  
4585 West Seneca Turnpike  
Syracuse, NY 13215-4585

315-498-2000