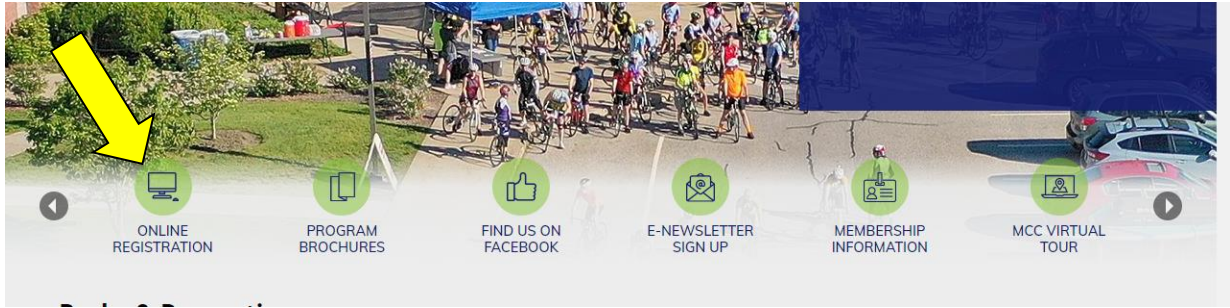


# How to Pay a Balance Due on Your Account Online

- Go to [www.mansfieldcc.com](http://www.mansfieldcc.com)
- On the homepage select the green icon for Online Registration



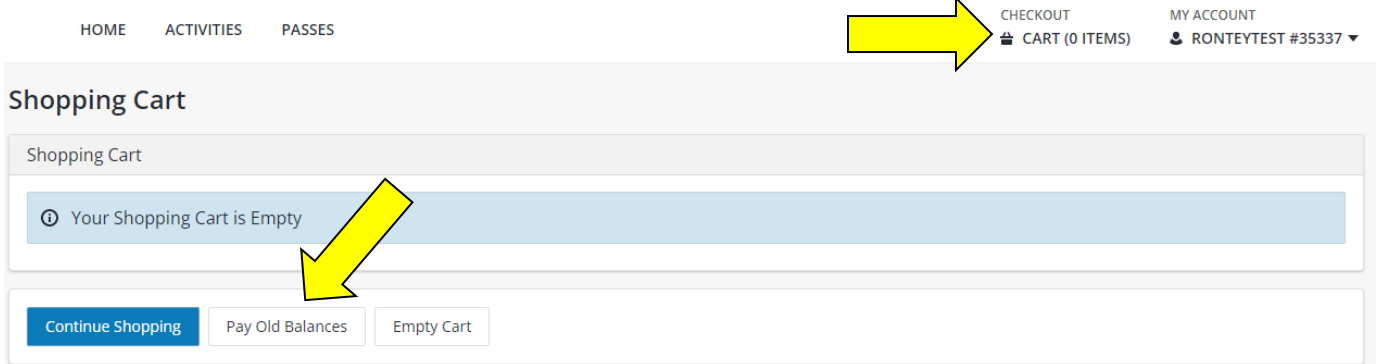
- In order to register for programs you will need to login with an account. Click “My Account - Sign In/Register” in the upper right-hand corner.

MY ACCOUNT  
SIGN IN / REGISTER

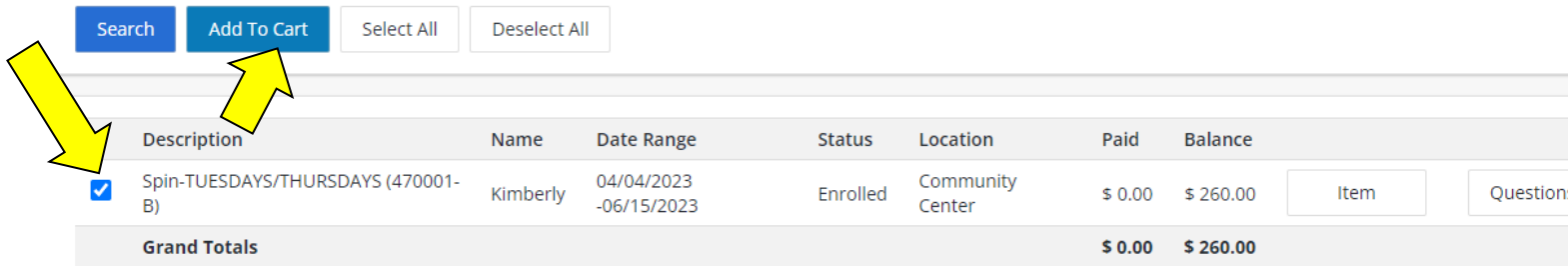
- For those that have registered in the past through our office, the default username is your 10 digit Home Phone (Ex: 8604290000). Password is Primary Guardian's Last Name with the first letter capitalized. If this doesn't work, please click the call 860-429-3015 ext. 0 for login reset.

Username: \_\_\_\_\_ Password: \_\_\_\_\_

- Once logged in, click the “Checkout – Cart” in the upper right. A menu will appear; select “Pay Old Balances”.



- Check the box next to the “Description” for the balance you will be paying and click “Add to Cart”.



- Your shopping cart will now show the total balance due. Click “Proceed to Checkout”.
- Select the type of credit card you would like to pay with, Visa, Mastercard, AMEX, Discover Card, then click “Finish”.
- This will take you to a new screen to enter your credit card information. Once you enter in your credit card payment information click submit payment.
- If you have any questions please call the reception desk at 860.429.3015, ext. 0.