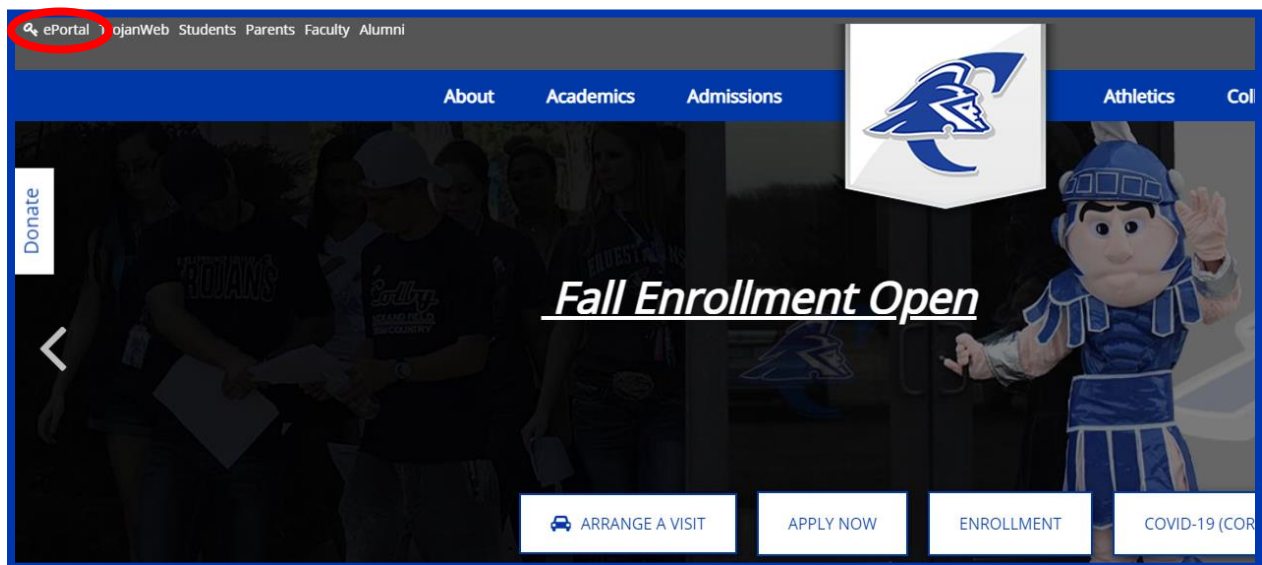




How to Make a Payment

1. Go to colbycc.edu and select ePortal.



2. Login using the information provided to you in your welcome email.
i.e., Mary Smith
Username: 000123456 (student ID number without dashes)
Password: ms2021

COLBY
COMMUNITY COLLEGE

Student ID Number (Ex: 123456789)

Remember me

Continue

[Instructions](#) | [Forgot Password](#) | [Help](#)

COLBY
COMMUNITY COLLEGE

Student ID Number (Ex: 123456789)

 [Not you?](#)

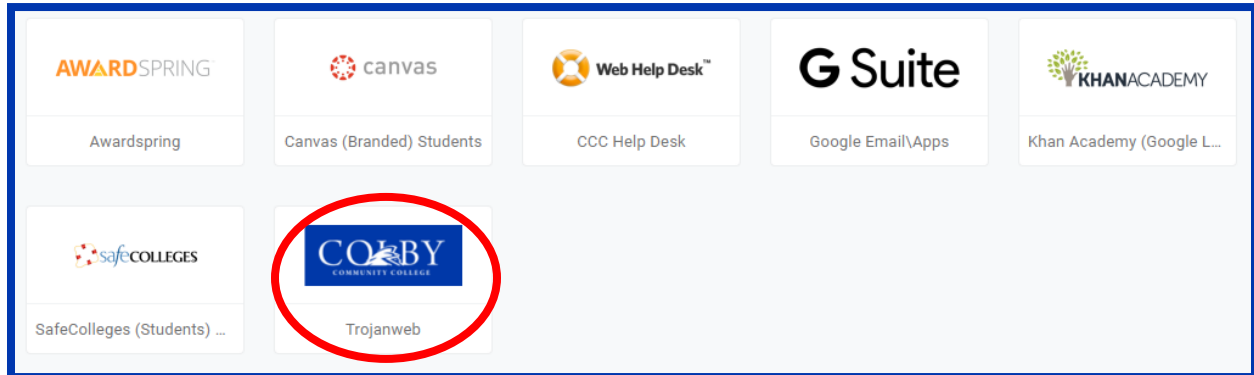
Password

Continue

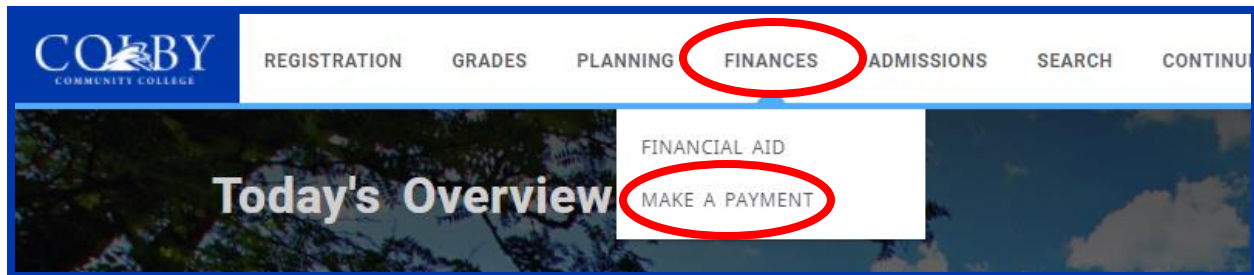
[Instructions](#) | [Forgot Password](#) | [Help](#)



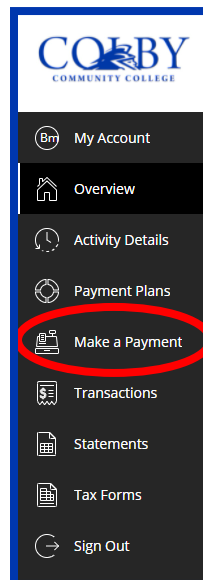
3. Select the TrojanWeb icon.



4. Under the "FINANCES" tab, select "MAKE A PAYMENT."



5. On the side bar, select "Make a Payment."





6. Once you see your bill, select “Continue” to pay.

A screenshot of a payment interface is shown. The interface is enclosed in a blue border. At the top left, it says '(2021 Fall)'. Below this, there is a section labeled 'Amount' with a text input field containing '\$'. To the right of the input field is a small 'x' icon. Below the input field, the word 'Maximum' is written in a smaller font. Below 'Maximum', there is a grey rectangular box containing the text 'Balance \$413.75'. At the bottom right of the interface, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a red circle. A small question mark icon is visible in the bottom right corner of the main content area.

7. Follow prompts to complete the payment process.