Trojanweb-Online payment instructions

1. Go to [http://www.colbycc.edu](http://www.colbycc.edu) in your web browser and click on the E-Portal login

2. Login to E-Portal using your email address and password
3. Please click on the Trojanweb icon

4. Click the Finances tab

5. Click on Balances on the far left
6. Here you will find the Make a Payment section. Put in the amount that you would like to pay in the Amount field, then click the Make a Payment button. *(You will need popup blockers disabled)*

You can choose to pay via Credit card, Debit card or Check. To pay using a Credit card or Debit Card Payment proceed to step 7. If you would like to pay using a Check proceed to step 8.

*Always review the payment amount as well as the payment information before proceeding with the payment*
7. To process a Credit card or Debit card simply complete the information and click continue.

8. In order to use a Check, simply click the Bank Account selection. Complete the information fields and click continue.