

## HOW TO CLEAR FEES ONLINE

Student financial information can be accessed through *Google Chrome* at [www.wccs.edu](http://www.wccs.edu); click on “*My Wallace Selma*” and login to your student account. Your user ID is your student number (**W000\*\*\*\*\***) that is assigned upon registration.

Your initial PIN is your birthday in a six-digit format (mmddy).

### **CHECK OR DEBIT/CREDIT**

If you are clearing fees with using the electronic check process or debit/credit card, you must log in to your “*My Wallace Selma*” account, linked at the bottom of this and all WCCS pages.

### **Click on the following:**

1. Student
2. Student Records
3. Account Detail by term
4. Choose term, then click submit (make a note of amount due; you will need to enter later)
5. Pay now
6. Enter amount
7. Choose debit card payment or check.
8. Print a receipt for your records