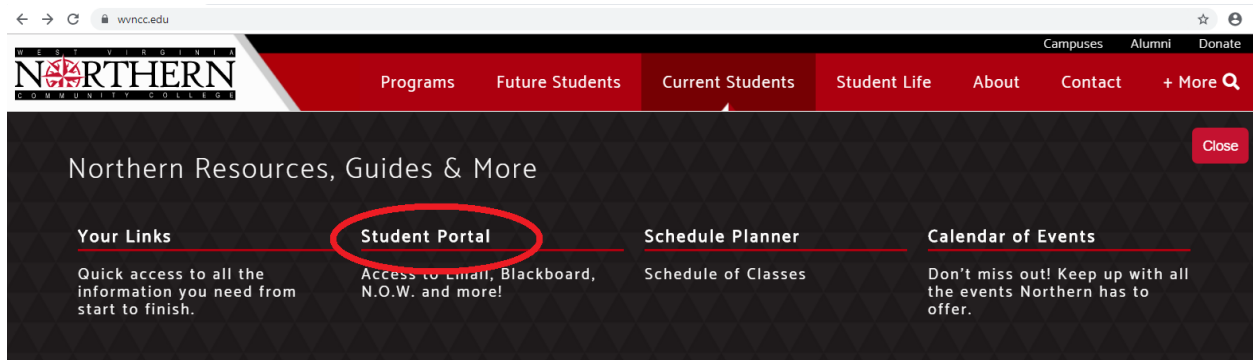# How to Make a Payment on the N.O.W Student Portal
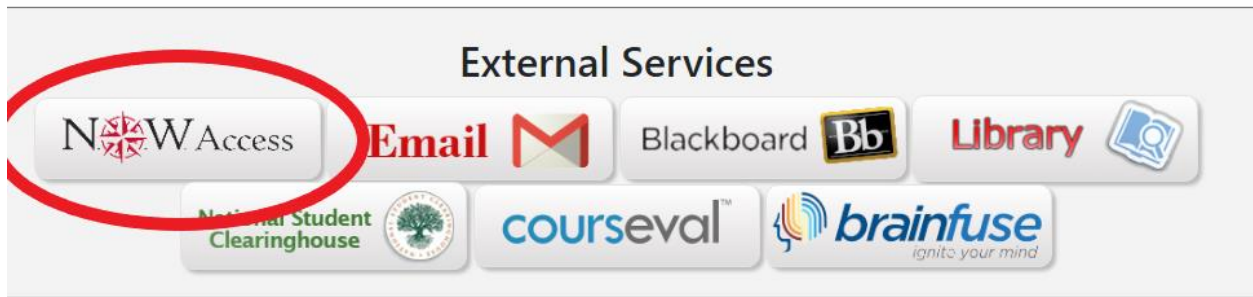
1. Go to www.wvncc.edu and scroll to the middle of the page. Under

the "Current Students" Column, click on the "Student Portal" link.

Log-in using Username (first part of your Northern email) and Password.

2. Click on the "Academics" tab, and then click on the "NOW Access" application icon.

3. Click on the "Pay Tuition and Fees Online" link.

4. Select the Term for which you're making payment (i.e. Fall 2019) and hit "Submit".

IMPORTANT: IF YOU SELECT THE WRONG TERM, IT MAY NOT REFLECT YOUR BALANCE APPROPRIATELY ON YOUR NOW ACCOUNT. IF YOU ACCIDENTALLY PAY FOR THE WRONG TERM, CONTACT STUDENT ACCOUNTS.

5. In the "Payment Amount" box, indicate how much you would like to pay on your account. (It can be as little as one penny and as great as a billion dollars. (Do not overpay on your student account. You will not get an immediate refund for a negative balance.) When you hit submit it will take you to the next page where you will enter your biographical and card information. Make sure the amount that is at the top of that page matches the amount you selected to pay

on the previous page. When you've entered your information in, you will then hit the "Pay"

button. **IMPORTANT: DO NOT PUSH "PAY" MORE THAN ONCE. It can result in double-billing.**

Northern On the Web (NOW)

Personal Information   Student Services   Financial Aid

Search [_____] [Go]

Credit Card Payment

* indicates required field
Payment Amount:* [_____]
[Submit]

RELEASE: 8.7.1

The payment will post to your student account within 24 hours.

If you do not see the payment reflected on your account, please call Student Accounts at 304-214-8843 or email studentaccounts@wvncc.edu.