

How to Make a Payment Online

To access your portal account, go to the Quincy College website (www.quincycollege.edu). On the homepage, scroll down and click “Login to MyQCPortal” (under the “Current Students” section). In the spaces provided, enter your Quincy College student ID# and your password.

- Students receive their ID# and a link to set their passwords in an email from Admissions that goes out after their dual enrollment application is processed (takes 1-3 business days after applying). If you do not know your ID# or need to reset your password, please email Dual Enrollment Program Coordinator Kendall Doty (kdoty@quincycollege.edu).

Login

[I forgot my password](#)

Once logged in, you will see a list of tabs across the top of the page. You will look for and select “Dual Enrollment.”



Home Dual Enrollment Password Admissions Online Registration Student Life My Pages

Next, select “Pay My Account Balance” under “My Student Information.”

Dual Enrollment

[My Student Information](#)

[Pay My Account Balance](#)

[Course and Fee Statement](#)

Now that you are in “My Account Balances,” you will see your actual balance. To pay that balance, or make a payment, you will click on “Make a Payment.”

[My Student Information - My Account Balances](#)

My Account Balances

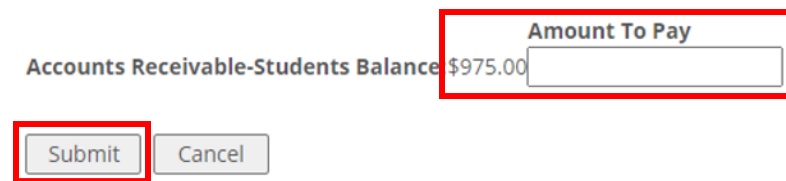
Accounts Receivable-Students [\\$975.00 Due](#)

Grand Total \$975.00 Due

[Make a Payment](#)

[Course and Fee Statement](#)

Enter the desired amount you wish to pay in “Amount to Pay” and then click “Submit.”

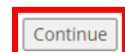


The screenshot shows a payment form. At the top, there is a label "Accounts Receivable-Students Balance" followed by the value "\$975.00". To the right of this is a text input field labeled "Amount To Pay". Below the input field are two buttons: "Submit" and "Cancel". Red boxes highlight the "Amount To Pay" input field and the "Submit" button.

Click on “Continue” to go forward with your payment.

Please choose the type of payment you would like to make. When entering the telephone number including the dash (-) for example 555-555-5555.

☒ Credit Card



A button labeled "Continue" with a red border.

- From there, fill out the payment form and follow the examples given (e.g., dashes 555-555-5555). Once you have filled out the form completely, click “Continue.” You will go to a screen where you will certify your information, then click “Continue.” You will see your transaction status (approved, denied, etc.). If the transaction goes through correctly, you will also see an email with a receipt of your transaction (pictured below).

This transaction has been approved.

Please retain this information for your records.

Transaction Date:
Total Amount Paid: \$450.00
Method of Payment: Credit Card
Payment Applied To:
Description: Dual Enrollment Fee

For questions about billing, please reach out to the Student Accounts Office via Alison MacDonald (amacdonald@quincycollege.edu) or call 617-984-1630. For technical difficulties in the portal, please call the IT department at 617-984-1698.