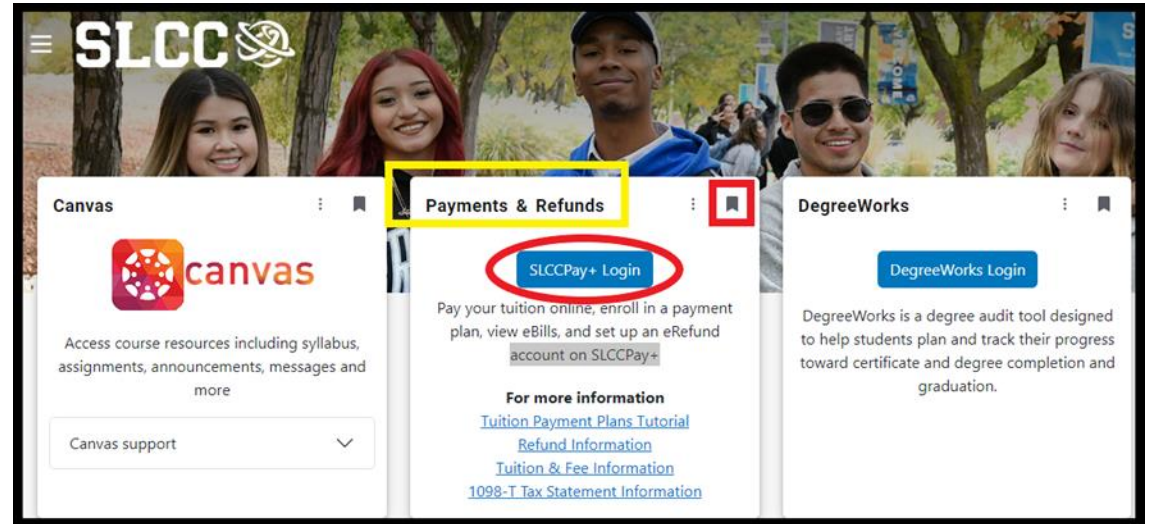


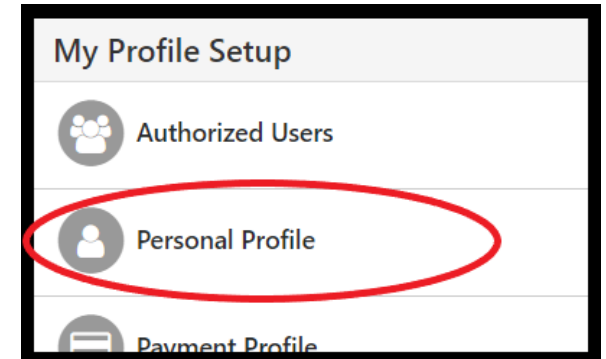
# SLCCPay+

## NOTIFICATIONS SETUP

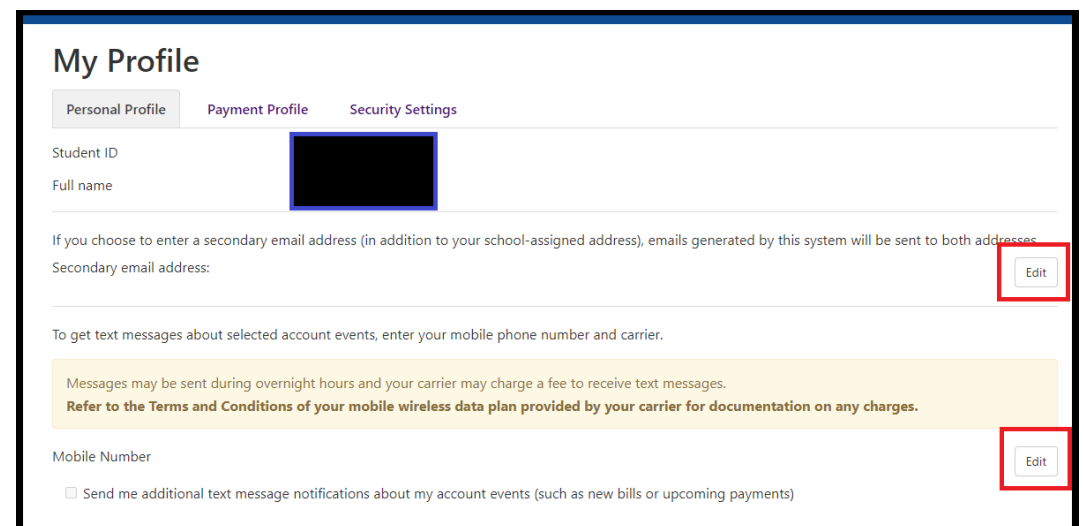
1. Sign in at: <https://my.slcc.edu/>
2. Find the **Payments & Refunds** tile.
  - a. To pin it to your Home screen, select the bookmark in the upper-right.
3. Click the **SLCCPay+ Login** button. This will take you to your SLCCPay+ portal.



4. To the right of your SLCCPay+ home page, select **Personal Profile** from the My Profile Setup column.



5. Under the Personal Profile tab, you may choose to add an email and/or phone number to **opt-in** for notifications from SLCCPay+.
6. Select the Edit button next to the method you would like to add.



**NOTE:** You will need to have your Two-Step Verification set up. If you have already done so, you will need to enter a code to make changes. If you have not done so, SEE the [SLCCPay+ Security Settings](#) guide.

# Email

7. Next to New email address, enter the email address you would like to add.
  - a. You may only save one secondary email.
8. Select the **Save** button. It will now show your secondary email address.
9. If you wish to remove or change the email:
  - a. To change, select **Edit**.
  - b. To delete/opt-out, select **Remove**.
    - i. If you choose to remove, it will ask you to confirm. Click **OK** to remove.

If you choose to enter a secondary email address (in addition to your school-assigned address), emails generated by this system will be sent to both addresses.

Secondary email address: [Redacted]

New email address:

Buttons: Cancel, Save, Edit

If you choose to enter a secondary email address (in addition to your school-assigned address), emails generated by this system will be sent to both addresses.

Secondary email address: [Redacted]

Buttons: Remove, Edit

User Profile

Are you sure you want to remove secondary email address?

Buttons: Cancel, OK

# Phone

7. Next to New Mobile Number, enter the phone number in xxx-xxx-xxxx format. Then select the carrier from the drop-down menu.
  - a. You have the option to opt-in to additional text message alerts by checking the box below the phone number.
8. Click the **Save** button. It will now show your phone number.
9. If you wish to remove or change the phone number:
  - a. To change, select **Edit**.
  - b. To delete/opt-out, select **Remove**.
    - i. If you choose to remove, it will ask you to confirm. Click **OK** to remove (SEE Step 9 under the **Email** section above for example).

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages. Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number: [Redacted]

New Mobile Number:

Select Carrier: [Dropdown menu open]

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

Buttons: Cancel, Save, Edit

To get text messages about selected account events, enter your mobile phone number and carrier.

Messages may be sent during overnight hours and your carrier may charge a fee to receive text messages. Refer to the Terms and Conditions of your mobile wireless data plan provided by your carrier for documentation on any charges.

Mobile Number: [Redacted]

New Mobile Number: 123-456-7890

Carrier: T-Mobile

Send me additional text message notifications about my account events (such as new bills or upcoming payments)

Buttons: Remove, Edit