



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Bursar

Methods of Online Payment at CCRI

Credit Card or Check (ACH) Payments

- Pay your tuition and fees on the Web through your MyCCRI account. Electronic checks (ACH) and Visa, MasterCard and Discover card payments are accepted. Just follow the directions below.
 - Log into your MyCCRI account using Mozilla Firefox, or Google Chrome.
(Please note that if you have a past due balance, the message “Electronic Check transactions have been restricted on this account” will appear. This message is letting you know that because your bill is currently overdue, paying by check is no longer an option. You can however, still pay your bill online using a Credit or Debit card.)
 - Click on the “My Account” tab.
(Depending on your browser setup, you may need to hit the “Login” button that appears here. If you see a request for a Pin number, then please try a different browser.)
 - Click on “Make Payment”.
(If you are in a Payment Plan, please go to the “Payment Plan” tab to pay the appropriate Installment.)
 - For “Pay by term”, check off the correct term that you wish to pay for.
(The amount owed will then appear under “Payment Total”.)
 - Then click “Continue.”
 - Choose your payment method: Credit Card or Electronic Check (ACH), by clicking on the down arrow.
*Click “Select” once you have chosen your method of payment.
(If paying by Debit or Credit Card, please note: After you enter the expiration date, if you see “PROCESS AS CREDIT” you will need to CLICK on it.)*

EasyPay Payment Plan Enrollment

- Sign into your MyCCRI account.
- Click on the “My Account” tab.
- Click on “Enroll in Payment Plan” button in the Student Account box.
- Select the term from the drop down box and then click the “Select” button.
Choose from the available payment plans and click the “Select” button.
- View the payment plan details. Select whether you wish to schedule payments to be automatically deducted and then click “Continue.” Choosing “Yes” for this option will allow CCRI to automatically deduct payment from your selected payment method on each payment plan due date.
- Select your payment method and then fill in all the necessary payment information.
- If you agree to the terms, click the “I Agree” box. If you wish to print out the agreement, click “Print Agreement.” Then click “Continue” to enroll in the payment plan and make your first payment which will be one-third of your bill (or one-quarter if you qualify for the “Early Bird” plan) plus the \$30 enrollment fee (for fall and spring semesters). For information regarding the EasyPay plan for summer, please consult the Bursar website at www.ccri.edu/bursar/easypay.