



## How to Donate to HCCC Foundation Through PayerExpress

Follow these steps to make an online one-time donation to the HCCC Foundation through PayerExpress. Payment methods can be through Bank Account or Debit/Credit Card.

1. Go to the **HCCC Foundation** website at <https://www.hccc.edu/community/foundation/index.html>



2. Scroll to the bottom of the page, you will see **Contact Information**. Click on the **Donate** button.

## Contact Information

### Hudson County Community College

162-168 Sip Ave, 2nd Floor

Jersey City, NJ 07306

(201) 360-4069

[nicolebjohnson@hccc.edu](mailto:nicolebjohnson@hccc.edu)






3. You will then be asked for your **Last Name and Phone Number**. Enter it again in **Confirm Last Name and Phone Number**. Click on the checkbox next to “I’m not a robot.”

Example input for **Last Name and Phone Number**:

Smith 555-555-5555

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[LOGIN](#)     [DONATE NOW](#)     **Welcome to the Hudson**

**Last Name and Phone Number**


**Confirm Last Name and Phone Number**

I'm not a robot      reCAPTCHA  
Privacy - Terms

[Donate Now](#)

4. Continue to fill out the form with your information, including your name, address, phone, email address, and the amount you would like to donate.

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<b>Donor Name</b>	<input type="text"/>	<b>Phone</b>	<input type="text"/> (optional) <a href="#">Mobile</a> ▾	<b>Donation Amount</b>	\$ <input type="text"/>
		<b>Email</b>	<input type="text"/>	<b>Donation Code</b>	<input type="text"/> Select Option ▾ 
<b>Country</b>	<input type="text"/> United States ▾	<b>City</b>	<input type="text"/> (optional)	<b>Payment Method</b>	<input type="text"/> <a href="#">Enter</a>
<b>Street Address</b>	<input type="text"/> (optional)	<b>State</b>	<input type="text"/> Select State ▾	<b>Pay Date</b>	<input type="text"/> 9/12/2023
<b>Street Address Line 2</b>	<input type="text"/> (optional)	<b>ZIP Code</b>	<input type="text"/> (optional)		

[Continue to Donation](#)




5. **IMPORTANT NOTE!** If you would like to donate to a cause or program that you do not see listed among the choices, please select **Donation Code 14** for “**Other**” and click on the pencil box icon to describe what the donation is for in the Comments box that will appear. Then click on **OK**.

**Donation Amount**

\$ 100.00

**Donation Code**

14-Other (Describe-Icon on )



**Payment Method**

[+ Enter](#)

**Pay Date**

9/12/2023

**Donation Amount**

**COMMENTS**

[Cancel](#)

**Pay Date**

9/12/2023



6. To enter payment information, click on **Enter** next to **Payment Method**.

A screenshot of a donation form. It includes fields for "Donation Amount" (with a "\$" symbol), "Donation Code" (with a "Select Option" dropdown and an edit icon), "Payment Method" (with a dropdown menu and a blue circle around the "Enter" button, with a blue arrow pointing to it), and "Pay Date" (with a date field showing "9/12/2023").

7. A popup screen will appear prompting you to **Enter a Payment Method**. Select either **Bank Account** or **Credit Card** depending on your preference of how you would like to donate.

A screenshot of a popup window titled "Enter a Payment Method" with a close button (x) in the top right corner. Below the title is the instruction "Choose your preferred payment method to pay your bills." There are two options: "BANK ACCOUNT" with a bank icon and a right-pointing arrow, and "CREDIT CARD" with a credit card icon and a right-pointing arrow.



8. **For Bank Account method** - Enter the following information shown on the screen. Once finished, click on the checkbox for **Agree and Enter Account**. Then click on **Enter Account**.

 **BANK ACCOUNT** ▼

**Account Type**

Personal	Business
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**Banking Type**

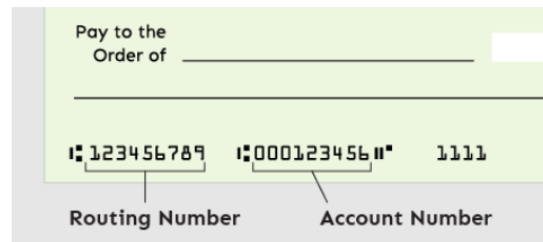
Checking Account	Savings Account
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**Name on the Account**

**Routing Number**

**Account #**

**Re-enter Account #**



*Make sure to use your bank account number, not your ATM or Debit card number.*


By selecting "Agree and Enter Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.


**Agree and Enter Account**

**Enter Account**



9. For **Credit Card method** - Enter the following information shown on the screen. Once finished, click on the checkbox for **Agree and Enter Account**. Then click on **Enter Account**.

 **CREDIT CARD** ▼

<b>Full Name on Card</b> <input type="text"/>	<b>Country</b> <input type="text" value="United States"/> ▼	<b>City</b> <input type="text" value="Jersey City"/>
<b>Card Number</b> <input type="text"/> <small>AMERICAN EXPRESS DISCOVER MASTERCARD VISA</small>	<b>Street Address</b> <input type="text"/>	<b>State</b> <input type="text" value="NJ - New Jersey"/> ▼
<b>Expiration Date</b> <input type="text" value="MM/YY"/>	<b>Security Code</b>  <input type="text" value="(3 or 4 digits)"/>	<b>Street Address Line 2</b> <input type="text" value="(optional)"/>
		<b>ZIP Code</b> <input type="text"/>

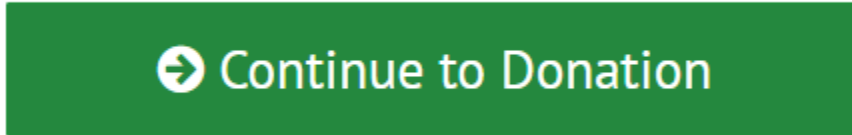
By selecting "Agree and Enter Account", you authorize the information you've provided on the above account to be used for creation of a charge to the account listed above. You also affirm that the information you provided is correct, that you are a signer on the account above and there are available funds to cover the amount of any transactions that you authorize.

**Agree and Enter Account**

**Enter Account**



10. Click the green **“Continue to Donation”** button after verifying your entered information.



11. You will be taken to a Verify Donation screen. Review the information on the page and then click on the checkbox next to where it says **“By checking this box you agree to the terms and conditions stated above.”** Then click on the green **Make Payment** button.

**Verify Donation**

**DONATION SUMMARY**

1 Donation \$5.00

Payment Method [Redacted] [Enter](#)

Security Code [Redacted] Payment Date 9/12/2023

Payments confirmed before Tuesday, September 12, 2023 8:00 PM EST will be posted on Tuesday, September 12, 2023. Payments confirmed after Tuesday, September 12, 2023 8:00 PM EST will be posted on Wednesday, September 13, 2023.

1. These Terms and Conditions are designed to provide you information on the Bill Payment and Presentment Service (the "Service") and outline important conditions that apply to your using this Service. The merchant to which you have authorized a bill payment to be directed (the "Merchant"), has engaged various third-party providers to provide the Service, including PNC Bank, National Association, PNC Bank Canada Branch, the Canadian branch of PNC Bank, National Association (for payment instructions initiated in Canada), and Transactis Inc. (the "Third-Party Providers"). These Terms and Conditions are between you and the Third-Party Providers as a condition to you using this Service.

2. You agree, acknowledge and confirm that you have entered into a Terms of Service Agreement ("TOS") with the Merchant to which you have authorized a bill payment to be directed under this Service. Said Merchant shall be directly and solely responsible and otherwise exclusively liable to you in any connection with the performance of the Service. You agree and confirm that any and the Third-Party Providers shall have no duties or obligations (whether contractual, at common law other

[Print Terms and Conditions](#)

Donor Name [Redacted] Email [Redacted]

[Additional Information Label](#)

By checking this box you agree to the terms and conditions stated above.

By clicking the **Make Payment** button I, [Redacted] confirm that today, Tuesday September 12, 2023, I am authorizing a one-time debit from my Visa account ending in [Redacted] in the amount of 5.00 to be remitted to Hudson County Community College Foundation. This debit will occur on or after Wednesday, September 13, 2023.

If you have any questions regarding this transaction request, please call 201-360-4004.

**Make Payment** [Cancel](#)

**PAYMENT DETAILS** [Export](#)

Statement Date	Due Date	Amount Due	Donation Amount	Donation Code
LAST NAME AND PHONE NUMBER [Redacted]	[Redacted]	5.00	5.00	09-Endowme <a href="#">✎</a>

12. **Congratulations!** You have donated to a great cause here at HCCC. We greatly appreciate and thank you for your donation.