

# Online Self Service Portal

## GENERAL USER INSTRUCTIONS FOR OUTSTANDING BALANCES

1. Log onto our website at [www.montclairymca.org](http://www.montclairymca.org).
  - a. From the Home Page, scroll down and click "**Click Here to Register for Classes.....Pay Balance**" which is located in the middle of the page.
  - b. The next page contains a statement regarding "**General Registration and Terms and Conditions**". Scroll down to the bottom of this page and click "**I Accept and Continue**".
  - c. The next page contains detailed registration instructions. At the bottom of this page click "**Login and Register Now**".
2. If you know your login and password, go right to #3 below, otherwise, click on "**Retrieve Login**" which is located in the "**My Account**" box located on the left-hand side of the screen.
  - a. If Retrieving Login, enter your email address and click "**Submit**". (If we do not have your email address on file, you will receive an immediate message stating that no matches were found in our database - Please call our Online Registration Support line at (973) 415-6114 or e-mail us at [registration@montclairymca.org](mailto:registration@montclairymca.org).) If your email address matches the one in our database, your login and password will be immediately sent back to you via email.
3. Enter your login and password and select "**Submit**".
4. Under the Transaction Section, select "**Pay Outstanding Balance**".
5. If you have an outstanding balance, it will be displayed immediately.
6. Simply click in the "**Amount**" box located in the right-hand column next to the program name that you wish to pay.
7. Type in the amount that you will be paying at this time.
8. Click "**Save**" on the bottom of the page.
9. Click "**Checkout**" on the bottom of the page.
10. Click "**Submit**" on the bottom of the page.
11. You will be asked for your credit card information. Our site is secured by PayPal and all information is safe.

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL  
ONLINE REGISTRATION SUPPORT AT (973) 415-4114.**