

DIRECTIONS: How to Fill Out ESA Payment Confirmation

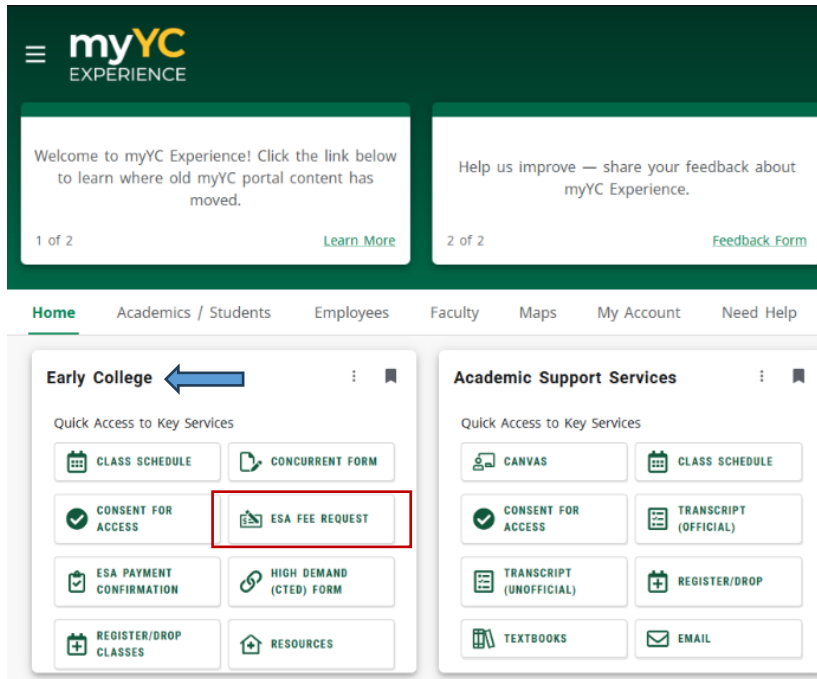
To Access the Student Menu

As an Early College student, you can access the menu through your Yavapai College account at www.yc.edu.

1. Go to www.yc.edu and click on the green **MyYC** button in the top right to login.
2. Enter your username and password then click on the “LOGIN” button.

Completing ESA Fee Request

1. In myYC Experience – Click **ESA Fee Request** (Under Early College Card)



2. Complete ESA Fee Request form.


ESA Fee Request

This request is sent to the Bursar Office to have the ESA processing fee added to your YC Payment Center.

1. **Wait for Confirmation:** You will receive an email once the processing fee has been posted.
2. **Submit to Class Wallet:** Once confirmed, you may submit a screenshot of your Activity Details from the YC Payment Center to ESA for payment processing.
3. **Confirmation – Complete YC ESA Class Wallet Form:** After you receive confirmation of successful submission to ESA, please complete the main YC ESA Class Wallet Form (found in your YC Portal under the Students button) and attach the confirmation you received from ESA that shows the amount you requested.
4. **Account Protection:** Completing the main ESA Class Wallet Form is what allows us to make a note on your account and **hold you out of drops** while we wait for ESA funds to be received.

Today's Date *

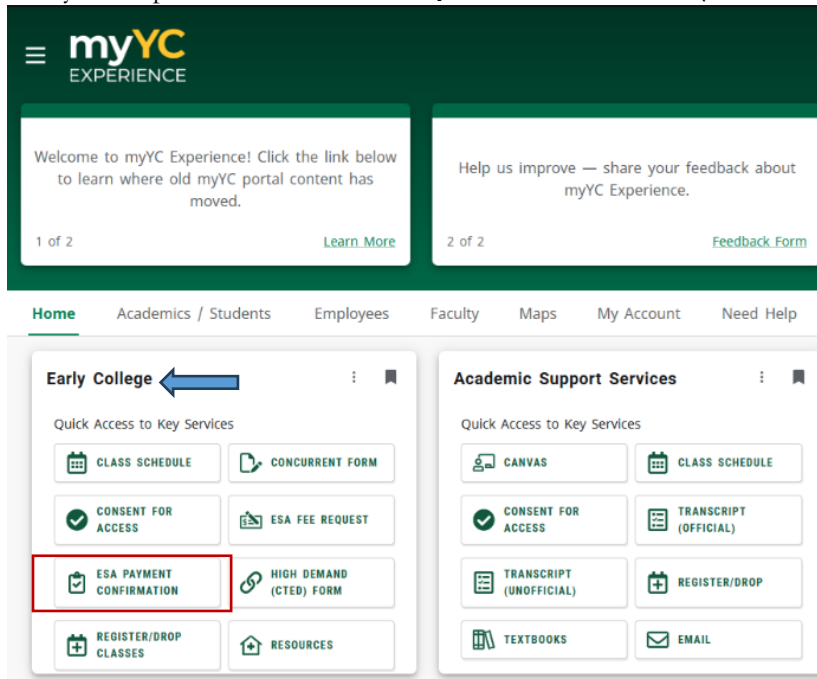
Semester: *

Year: * 

STUDENT INFORMATION

Completing ESA Payment Confirmation

1. In myYC Experience – Click **ESA Payment Confirmation** (Under Early College Card)



2. Complete ESA Payment Confirmation



ESA Payment Confirmation

[Please click here to request the ESA Class Wallet processing fee to be added to your student account](#)

Today's Date * 10/21/2025

Semester: *

Year: * i

STUDENT INFORMATION

Y#: * Y00415027

Student Email: * [REDACTED]

First Name: * Natalie

Last Name: * Inouye

Please upload a screenshot or PDF of the confirmation email from ESA showing the dollar amount that was submitted.

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