

## Student Payment Plan Instructions:

Start by going to the **myBRTC** website:

← → ↻



Please Log In To myBRTC Portal.

**Sign in**

### Defaults

Username = firstname.middleinitial.lastname

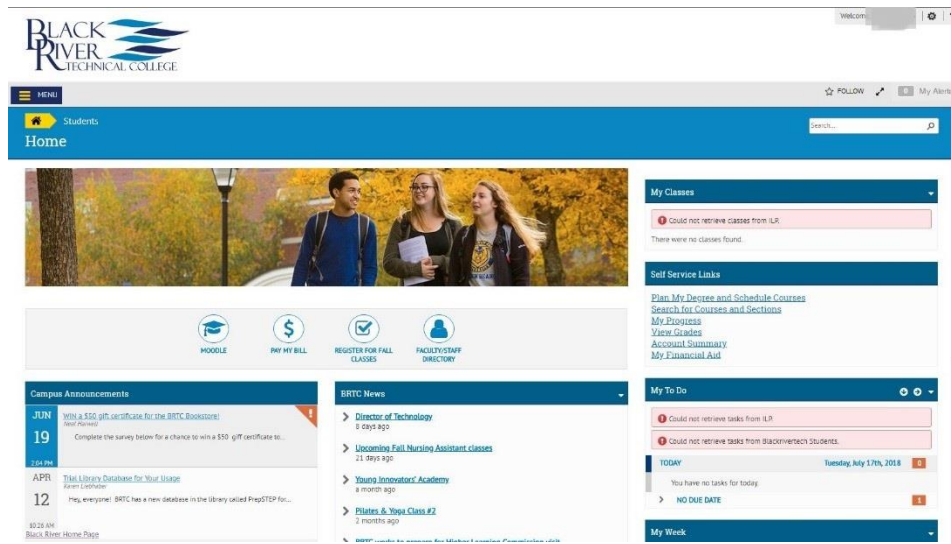
Initial Password = Date of Birth (MMDDYY)

### Help

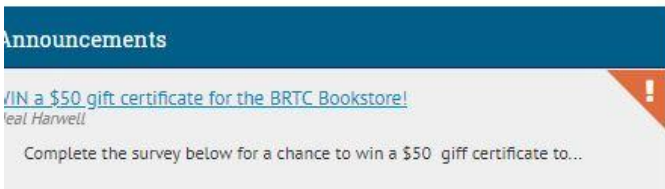
If you have any issues, please email us at [support@blackrivertech.edu](mailto:support@blackrivertech.edu)

To prevent future disruptions in accessing your account please register for the BRTC student self service password reset service at <http://password.blackrivertech.edu>. Once registered you will be able to securely reset / recover your password without delay.

After logging in you will be directed to your home page.



From your home screen you will click on “Pay My Bill”.



To set your charges up on a **payment plan** please select all the boxes and then click **Create Payment Plan**.

To **pay your balance in full** select all the boxes and then **Choose Payment Method**. Then finally click on **Proceed to Payment**.

Financial Information ▾ Student Finance ▾ Make A Payment

### Make a Payment

Use this page to make a payment on your account

Total Payment : \$1,402.00

Choose a Payment Method ▾ Proceed to Payment Create Payment Plan

Collapse All

^ Fall 2018 \$1,402.00

Select	Item	Payment Group	Date Due	Amount Due	Amount to Pay
<input checked="" type="checkbox"/>	Student Receivable	WEBPY	8/17/2018	\$1,402.00	\$ 1,402.00

Total Amount Due \$1,402.00

[Top of page](#)

ellucian. © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

**Credit or Debit Card:**

All credit/debit card transactions are assessed a 2.35% service fee with a \$1.00 minimum.

**Web Check:**

All e-check transactions are assessed a \$1.25 service fee.

**Payments will NOT automatically draft from the students account. The student is responsible for returning to their myBRTC account to make monthly payments by the due date or they will be charged a \$15.00 late fee.**

**Remember that all down payments are due the day you set your plan up.**

The details of your plan will be laid out according to what option is available. Please review and click the agreement box at the bottom of the screen. Print out your plan for your records. *(Right click on the webpage and choose print.)*

**If an error message occurs, please contact student accounts at 870-248-4116 or 870-248-4033 to make a payment over the phone.**