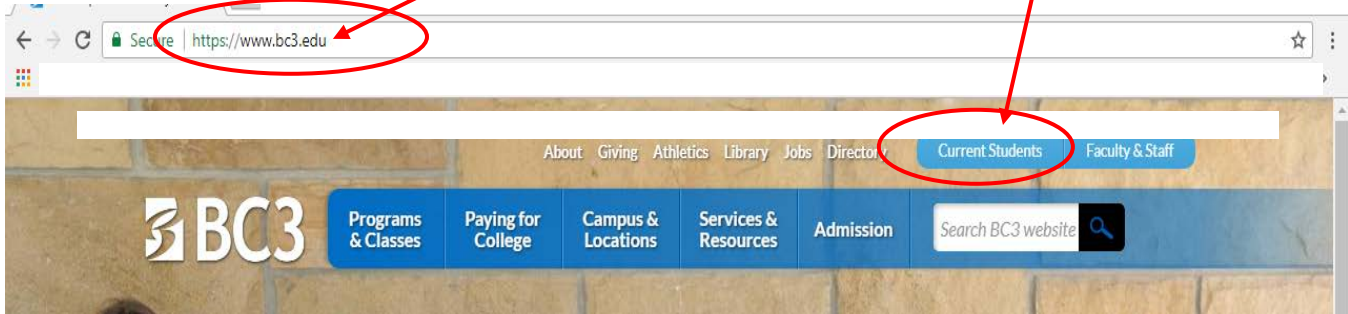


# BC3 EZ-Pay Payment Plan Setup Instructions

In the internet browser go to: [www.bc3.edu](https://www.bc3.edu)

Then click: **Current Students**



On the **Current Students** page click on: **MyBC3 Portal**

## Current Students

Take advantage of the many services and opportunities available to you as a BC3 student. From textbooks to transportation, you'll find everything you need to be a successful student right here.

- ▶ **MyBC3 Portal**
- ▶ New Student Checklist
- ▶ Records & Registration
- ▶ BC3 Alerts
- ▶ Get Involved
- ▶ Student Rights & Responsibilities

**How do I pay for college?** | **How do I stay informed?** | **What can I do at BC3 beyond classes?** | **What can I do now to prepare for my future?**

**Apply for financial aid.**

Also consider:

- ▶ Applying for scholarships.

On **MyBC3 Portal** page click: **MyBC3 Portal Login**

## MyBC3 Portal

### Current Students

Actively using the portal through the semester is crucial to student success. Students can access the portal online or through the mobile app.

- Username: b + student ID number.
- Password: If you were accepted to BC3 prior to March 2, 2018, your password is your 8-digit date of birth the first time you login. You can change your password after logging in for the first time.
- Password: If you were accepted to BC3 on or after March 2, 2018, your password is included in your acceptance letter. You will be **required** to change your password after logging in for the first time.
- Setup the Portal Password Reset options to reset your own password if you forget it.

**MyBC3 Portal Login**

Here's what you can do:

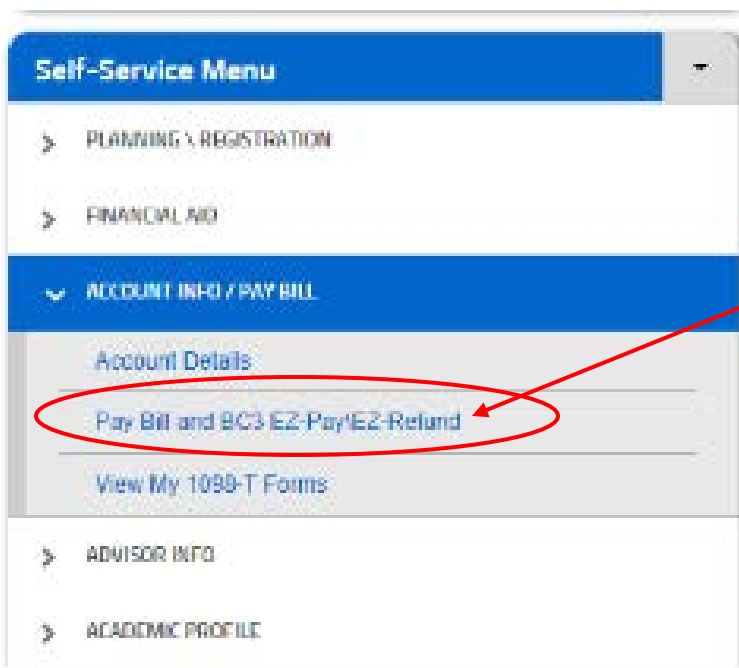
- Check your **student email**.
- **View/print your schedule**.
- **Find your academic advisor**.
- Keep up with assignments on **Blackboard**.
- Pay your **tuition and fees**.
- **View financial aid/tuition balance**.
- **Set up BC3 EZ Pay/EZ Refund**.

**MyBC3 Help**

If you are having problems accessing student email, blackboard, or portal services, contact the BC3 Help Desk at: 724-287-8711 ext. 8441.

You can also visit our [Help & Support page](#) for assistance with student email and/or blackboard.

On the BC3 Portal Login page, enter your Username and Password per the directions under MyBC3 Portal above and click: **Login**



On the BC3 Portal Home page under Self-Service Menu, click: **Pay Bill and BC3 EZ-Pay\EZ-Refund**

Then click: **Continue to BC3 EZ-Pay\EZ-Refund**. Make sure pop-ups are enabled for this site.

Pay Bill and BC3 EZ-Pay\EZ-Refund × Help

Make sure Popups are enabled for this site.

Pay on your account

- American Express
- Discover
- Master Card
- Visa
- Electronic Check (ACH Check)

Enroll in an available Payment Plan

- Spread out your payments across multiple installments
- Secure your schedule

Click the 'Continue to BC3 EZ-Pay\EZ-Refund' button to continue.

Continue to BC3 EZ-Pay\EZ-Refund

Back

Set up Authorized Users

Authorized Users can view your financial account and make payments on your behalf

Set up eRefunds Direct Deposit account

Financial Aid and Tuition refunds will get direct deposited into your bank account!  
Faster and more secure than paper checks.

On the **Student Account** home page, click: **Enroll in Payment Plan**. If you **Make Payment**, this does NOT enroll you into the Payment Plan.

BC3

My Account Make Payment Payment Plans Refunds Help

**Announcement**

**Welcome to BC3 EZ-PAY!**

Make sure to set up an Authorized user. Authorized users can access the BC3 EZ-Pay site and view your financial account information and make payments on your behalf! **BC3 recommends setting up an Authorized user. Please set up the credit card or checking account holder as an authorized user so they will be notified of when payments are due.**

To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.



**Student Account** ID: xxx1602

Balance \$1,080.00

View Activity Enroll in Payment Plan Make Payment

On **Payment Plan Enrollment** page, click: **Select Term**. Choose available term, click: **Select**

## Payment Plan Enrollment

Select   Schedule




Select Term

**Details** will show you the payment due dates and terms of the agreement. Click: **Select**

**BC3** Logged in as: Test Student | Logout

My Account Make Payment Payment Plans Refunds Help My Profile

### Payment Plan Enrollment

Select   Schedule  Agreement

Select Term

Plan Name	Installments	Late Payment Fee	Action
FALL 2018 EARLY BIRD PLAN	3	\$20.00	<input type="button" value="Details"/> <input type="button" value="Select"/>

This page shows your charges, credits, balance due, **Optional down payment**, and schedule of payment due dates. If making additional down payment at this time, enter the dollar amount in the box provided. Then click: **Continue**

**FALL 2018 EARLY BIRD PLAN**

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received.

Eligible Charges and Credits			Payment Schedule		
Description	Charges(\$)	Credits(\$)	Description	Due Date	Amount(\$)
Tuition	924.00		Installment 1	9/4/18	324.00
Fees	156.00		Installment 2	10/1/18	378.00
			Installment 3	11/1/18	378.00
		<b>Balance: 1,080.00</b>	<b>Total of installments: 1,080.00</b>		

Optional down payment:

Back Cancel **Continue**

Installment plan payments are pulled automatically from your selected payment method on each due date shown on your Payment Schedule. Then click **Select**:

## Payment Plan Enrollment



This plan requires scheduled payments.

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

### Select Method

Choose your payment method from an existing one **OR** add a new payment method:  
**Electronic Check or Credit or Debit Card.**

**Electronic Check** - Payments can be made from a personal checking or savings account.

**Debit and Credit Card** - We accept the following credit and debit cards.



Method

- Select Method
- Select Method
- mine
- Electronic Check (checking/savings)
- Credit or Debit Card

Select Cancel

**NOTE:** Verify with your bank that payments can be made by electronic check from your checking or savings account.



If you choose to add **Payment Method Electronic Check**, please read carefully and enter information accordingly.

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

### Select Method

Enter Name as listed on the "bank" account.

Method Electronic Check (checking/savings) Select

### Account Information

\* Indicates required fields

You can use any personal checking or savings account.  
Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks.  
Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Account type:

Select account type  
Select account type  
Checking  
Savings

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

\*Name on account:

### Refund Options

Only one account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

\*Save payment method as:  
(example My Checking)

The payment method must have a nickname such as example above. If you add another payment method, it must have a different nickname such as "My New Checking"

Back Cancel Continue

Select: **Checking** or **Savings**. If unsure of your Routing number or Bank Account number information, please contact your bank. **DO NOT** enter debit card number.

Then click: **Continue**

**NOTE:** Verify with your bank that payments can be made by electronic check from your checking or savings account.

If you choose to add **Payment Method** Credit or Debit card, please read carefully and enter information accordingly.

## Payment Plan Enrollment



Select



Schedule



Payment



Agreement

This plan requires scheduled payments.

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

### Select Method

Method

### Account Information

\* Indicates required fields

\*Card number:

Enter the number on the front of your credit or debit card.

**Electronic Check** - Payments can be made from a personal checking or savings account.

**Debit and Credit Card** - We accept the following credit and debit cards.



Click: **Continue**

On **Payment Plan Agreement** page, read carefully, click “I agree” box, and then click **Continue**

**Payment Plan Agreement**

You must scroll through the full agreement and select “I agree” to continue.

Please read the following agreement carefully before you continue.

<b>Annual Percentage Rate</b>	The cost of your credit as a yearly rate.	0.00%
<b>Finance Charge</b>	The dollar amount the credit will cost you, including all fees.	\$0.00
<b>Amount Financed</b>	The amount of credit provided to you or on your behalf.	\$1,080.00
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.	\$1,080.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty.

I, **Test Student**, understand that I have scheduled my 3 installment payments and these payments will automatically be processed on the due dates specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I understand that a late fee of \$20.00 will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Butler County Community College** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

I agree to the terms and conditions.

[Print Worksheet](#) [Print Agreement](#) [Back](#) [Cancel](#) [Continue](#)



On ACH Payment Agreement page, read carefully, click “I agree” box, and then click **Continue**

Select Schedule Payment Plan Agreement Agreement

### ACH Payment Agreement

I hereby authorize **Butler County Community College** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$20.00** return fee will be added to my student account.

Name: **Test Student**  
Address:  
Depository:  
COMMERCE BANK  
ACH DEPT.  
KANSAS CITY, MO 641416248  
Routing Number: 101000019  
Account Number: xxxxxx8904  
This agreement is dated Monday, April 30, 2018.  
For fraud detection purposes, your internet address has been logged: 24.101.25.254 at 4/30/18 1:55:25 PM EDT

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

To revoke this authorization agreement you must contact: **studentaccounts@bc3.edu**

I agree to the above terms and conditions.

Back Cancel Print Agreement **Continue**

Once the EZPay Payment Plan setup is complete, you will receive an email confirmation to your student email address. If you do not receive an email confirmation, please recheck your **Student Account information:**

**My BC3 Portal/Self-Service Menu/Account Info Pay Bill/Pay Bill and BC3 EZPay EZRefund**

Your Student Account home page should now show **Payment Plans** and you can click on the payment plan to see the details.

If you have any questions concerning the EZ-Pay Payment Plan, please contact the Finance Office at ext 8513 or email [studentaccounts@bc3.edu](mailto:studentaccounts@bc3.edu)