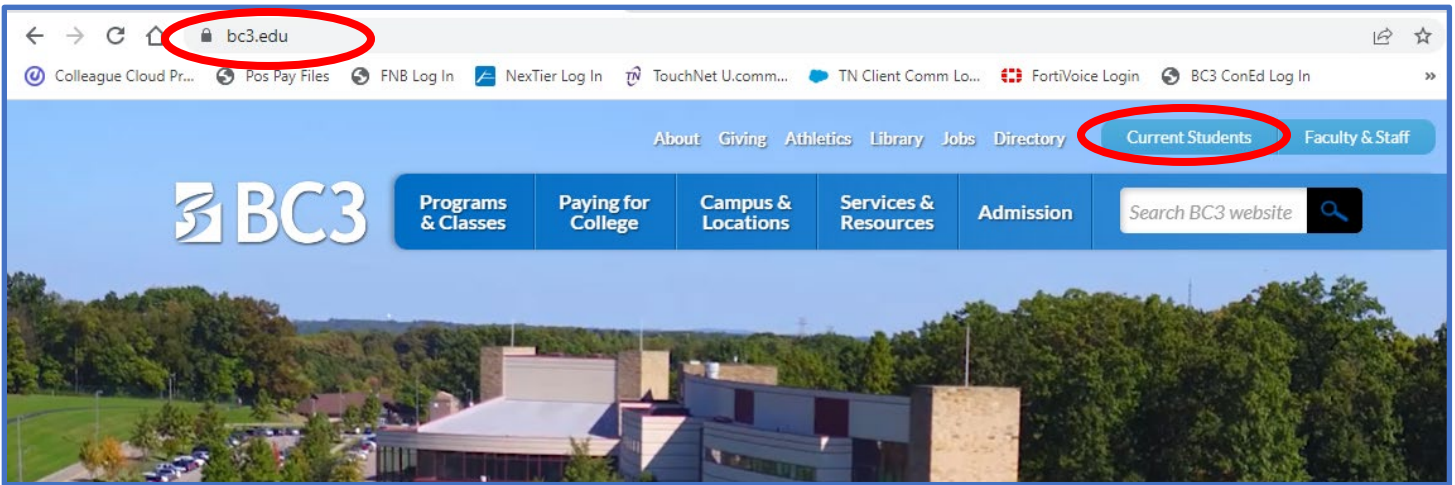


BC3 EZ-Pay Payment Plan Setup Instructions

From PC or laptop:



Current Students

- ▶ **MyBC3**
- ▶ New Student Checklist
- ▶ Records & Registration
- ▶ Credit Schedule
- ▶ Winter Session
- ▶ BC3 Alerts
- ▶ Get Involved
- ▶ Student Rights & Responsibilities
- ▶ Campus Regulations
- ▶ Safe Zone
- ▶ BC3 Technology Help Desk

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.

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.
- ▶ Tuition Payment Plan.
- ▶ Other Financial Aid Programs.
- ▶ Financial Literacy course.

[Back to Top ↑](#)

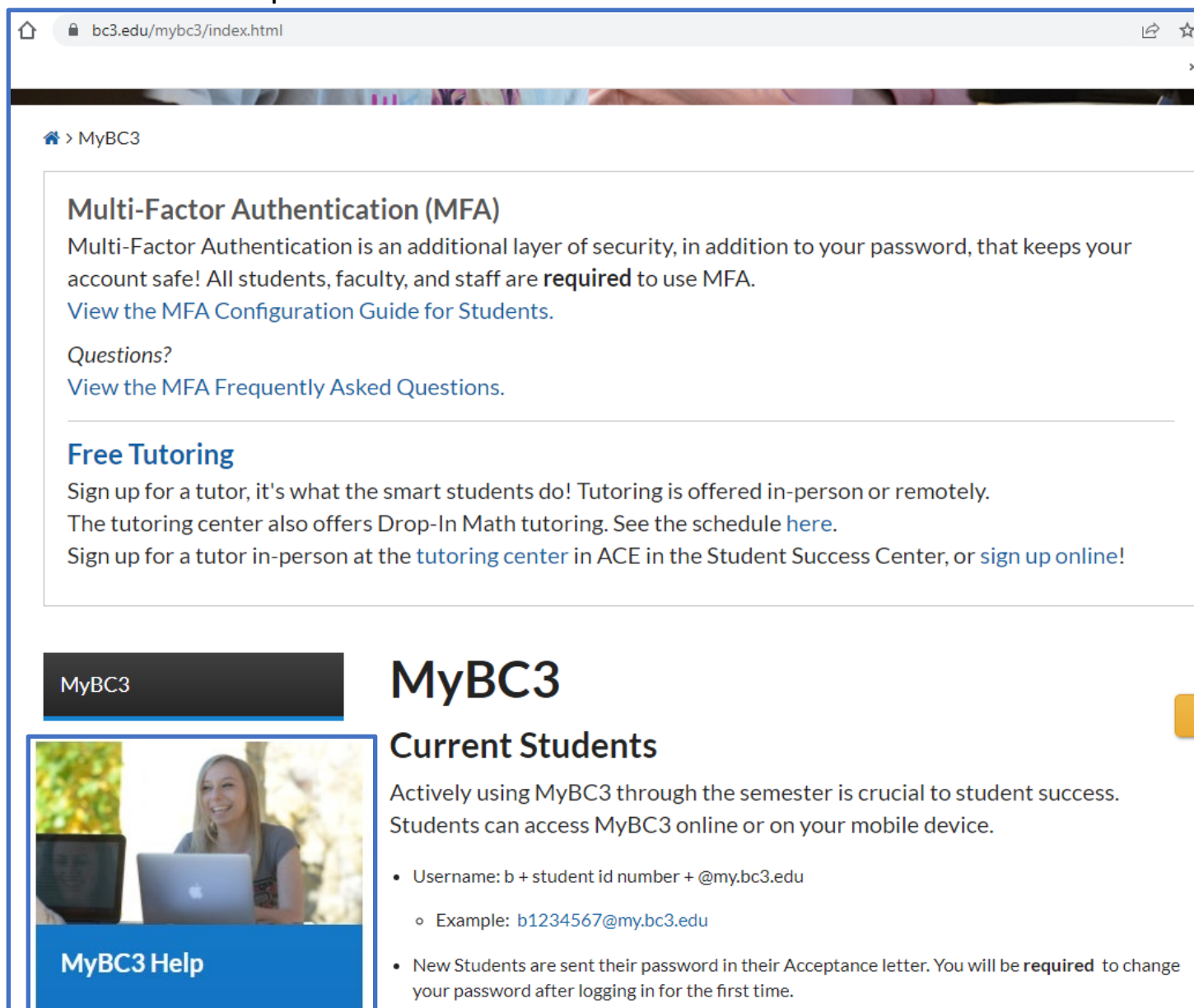
How do I **sign up** for classes?

- Meet with an advisor or create your own schedule and register for classes online.

What about **textbooks**?

BC3 EZ-Pay Payment Plan Setup Instructions

First time users must set up MFA:

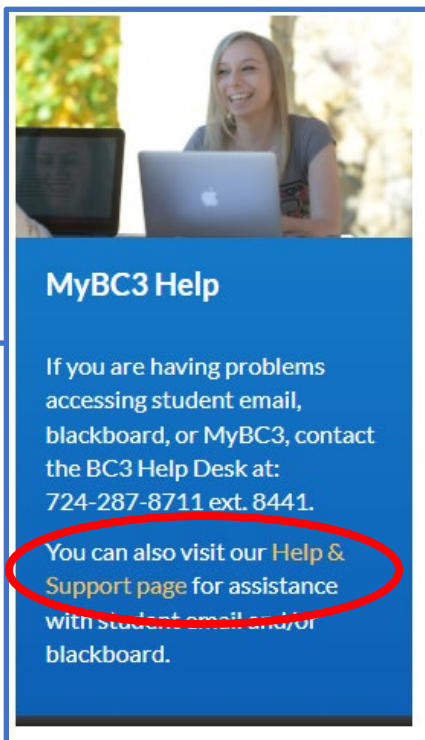


The screenshot shows a web browser window with the URL bc3.edu/mybc3/index.html. The page content includes:

- Multi-Factor Authentication (MFA)**
Multi-Factor Authentication is an additional layer of security, in addition to your password, that keeps your account safe! All students, faculty, and staff are **required** to use MFA.
[View the MFA Configuration Guide for Students.](#)
Questions?
[View the MFA Frequently Asked Questions.](#)
- Free Tutoring**
Sign up for a tutor, it's what the smart students do! Tutoring is offered in-person or remotely. The tutoring center also offers Drop-In Math tutoring. See the schedule [here](#).
Sign up for a tutor in-person at the [tutoring center](#) in ACE in the Student Success Center, or [sign up online!](#)

Below the main content, there is a 'MyBC3' section with a 'Current Students' heading. The 'Current Students' section states: 'Actively using MyBC3 through the semester is crucial to student success. Students can access MyBC3 online or on your mobile device.' It lists the following information:

- Username: b + student id number + @my.bc3.edu
 - Example: b1234567@my.bc3.edu
- New Students are sent their password in their Acceptance letter. You will be **required** to change your password after logging in for the first time.



MyBC3 Help

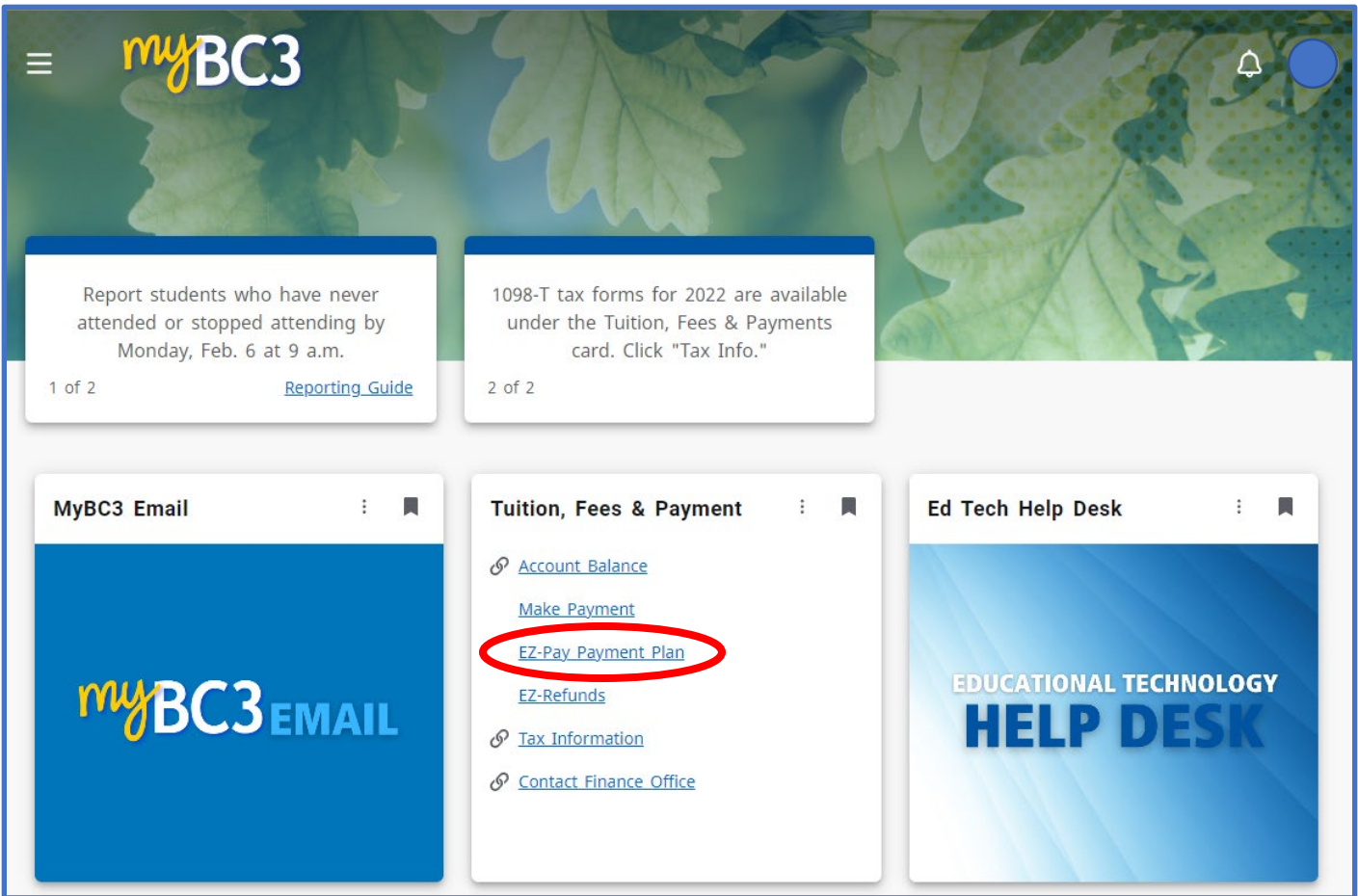
If you are having problems accessing student email, blackboard, or MyBC3, contact the BC3 Help Desk at: 724-287-8711 ext. 8441.

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

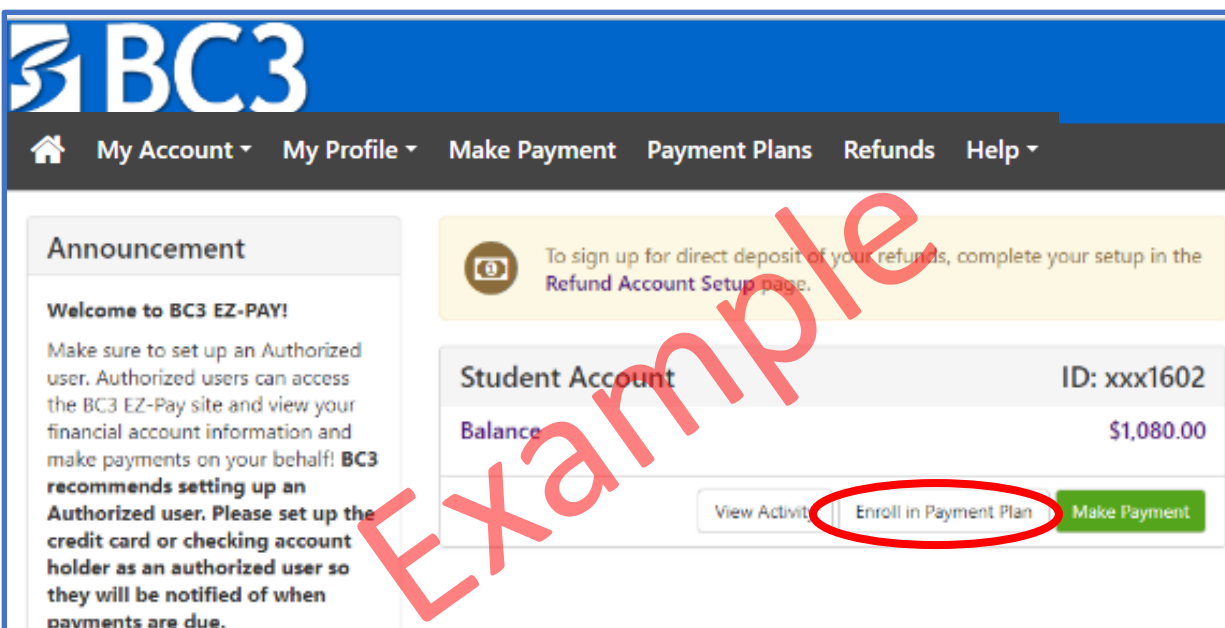
Contact BC3 Technology Help Desk: Troubleshoot Common Problems & FAQs

BC3 EZ-Pay Payment Plan Setup Instructions

Find the *Tuition, Fees & Payment* card on your myBC3 home page.



Click *Enroll in Payment Plan*. *Make Payment* does NOT enroll you into the Payment Plan.



BC3 EZ-Pay Payment Plan Setup Instructions

Enable pop-ups for this site.

Payment Plan Enrollment

Select

Schedule

Select Term

Select Term

Fall 2018

View *Details* for payment due dates and terms of agreement.

Early Bird Plan: 3 installment payments, no fee (available Fall and Spring only).

Standard Plan: 2 installment payments, \$25 fee due at time of enrollment.

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 Fall 2018 Select

Plan Name	Installments	Late Payment Fee	Action
FALL 2018 EARLY BIRD PLAN	3	\$20.00	Details Select

BC3 EZ-Pay Payment Plan Setup Instructions

Shows charges, credits, balance due, **Optional down payment**, and schedule of payment due dates. To make additional down payment at this time, enter dollar amount in **Optional down payment** box.

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		
Description	Charges(\$)	Credits(\$)
Tuition	924.00	
Fees	156.00	
		Balance: 1,080.00

Optional down payment:

Payment Schedule		
Description	Due Date	Amount(\$)
Installment 1	9/4/18	324.00
Installment 2	10/1/18	378.00
Installment 3	11/1/18	378.00
		Total of installments: 1,080.00

Back Cancel **Continue**

Installment plan payments pull automatically from your **Select (payment) Method** on each due date per your **Payment Schedule**. Choose payment method from existing or add new.

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:

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.

VISA MasterCard AMERICAN EXPRESS DISCOVER iCcard DiscoverCard

BC3 EZ-Pay Payment Plan Setup Instructions

If adding payment Method *Electronic Check (checking/savings)*:

Verify with your bank that payments by electronic check are available through your checking or savings account.

- 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

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:
*Routing number: (Example)
*Bank account number:
*Confirm account number:

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)

Enter Name on account as listed on your bank account.

If adding additional payment method, nickname must be different. (ex: My New Checking)

If unsure of your Routing number or Bank Account number, contact your bank. DO NOT enter debit card number.

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:

Some debit cards have daily maximum spending limits. Contact your bank for more information.

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.

If adding Payment Method *Credit or Debit Card*:

BC3 EZ-Pay Payment Plan Setup Instructions

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.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	\$0.00
Amount Financed	The amount of credit provided to you or on your behalf.	\$1,080.00
Total of Payments	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](#)

BC3 EZ-Pay Payment Plan Setup Instructions

ACH Payment Agreement for Payment Method Electronic Check

 —  —  —  — 

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: xxxxx8904

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.

Once EZPay Payment Plan setup is complete, you will receive an email confirmation to your student email address.

From: StudentPymtPlan@bc3.edu <StudentPymtPlan@bc3.edu>
Sent: Monday, April 30, 2018 1:58 PM
To: Test Student
Subject: Payment Plan Enrollment Confirmation

This is an automated message to confirm that your payment plan enrollment was successful.
Payment plan details along with your installment schedule are listed below.

===== PAYMENT PLAN DETAILS =====
Payment Plan Name --- [FALL 2018 EARLY BIRD PLAN]
Late Payment Fee --- [\$20.00]
if not paid by installment due date.
1 Installment -- [\$324.00] due on 9/4/18.
2 Installment -- [\$378.00] due on 10/1/18.
3 Installment -- [\$378.00] due on 11/1/18.
=====

If you have questions about your account, please contact the Finance
studentaccounts@bc3.edu.

If you do not receive an email confirmation, recheck your EZ-Payment Plan information on your Student Account.

Your Student Account home page should now show **Payment Plans**. Click on the payment plan to see the details.

For questions concerning the EZ-Pay Payment Plan
email: studentaccounts@bc3.edu