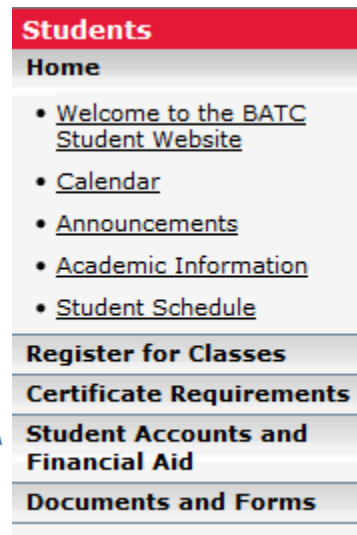


MAKING PAYMENT PLAN PAYMENTS ONLINE

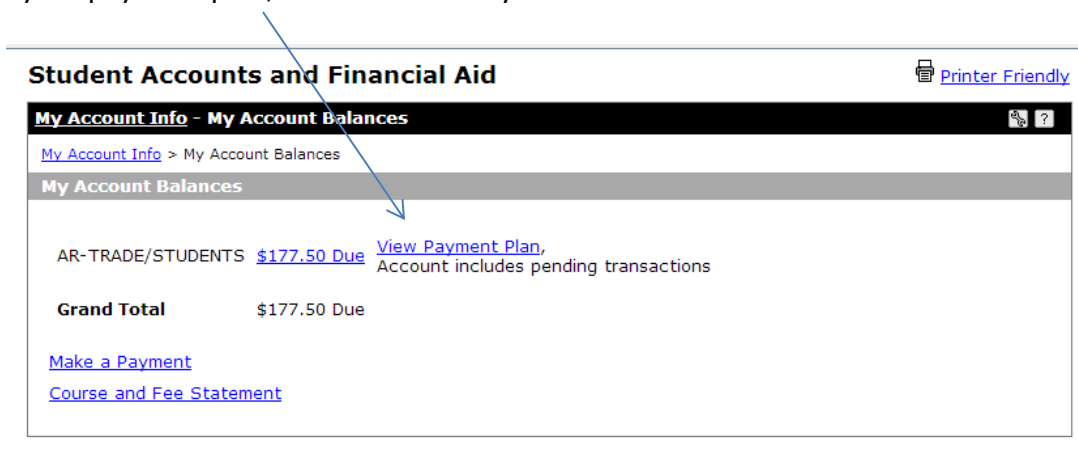
Bridgerland Applied Technology College is concerned about educational costs and strives to make paying for your College experience easy. In an attempt to help you budget for school, a monthly payment plan will be established based on the program estimated cost.

To set up your monthly payment plan, you must meet with a Student Services Representative. Once your plan is created, you can make payments online at any time following the steps below.

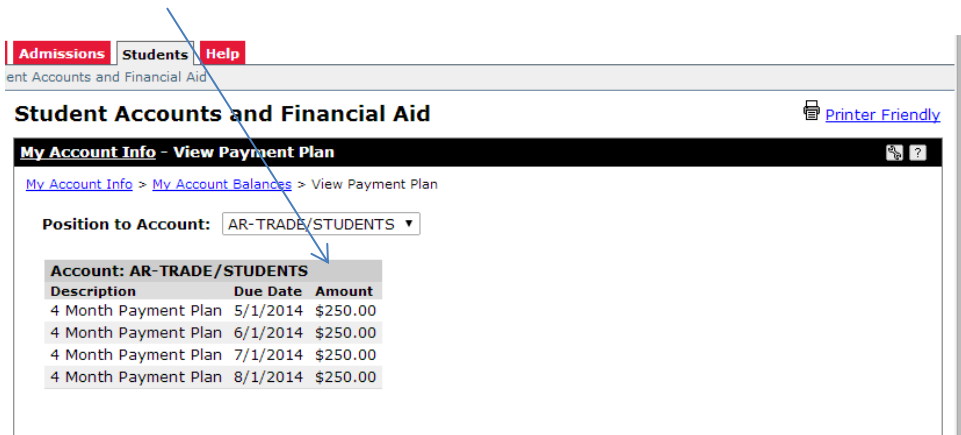
1. Login to my.batc.edu using the username and password emailed to you
2. Click on the **Students** tab
3. Click on Student Accounts and Financial Aid



4. Click on My Account Balances to see your personal account balances. To simply VIEW your payment plan, click the View Payment Plan link.



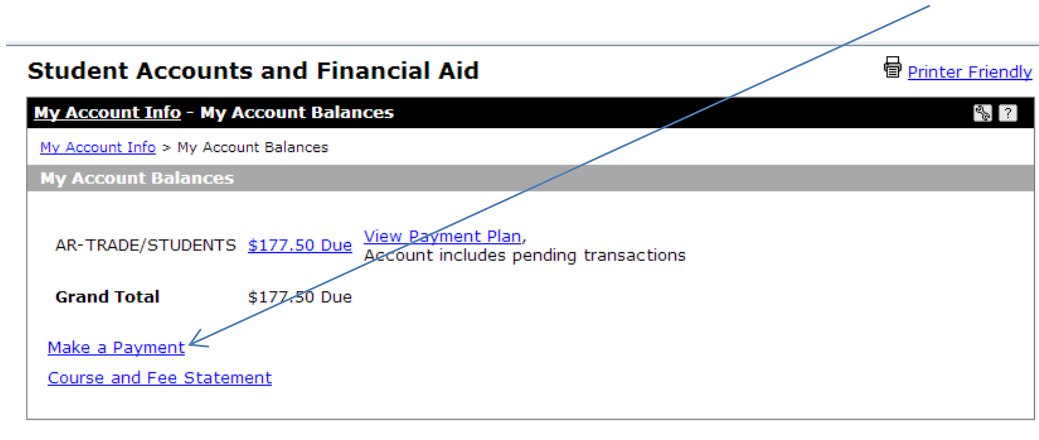
Your payment plan details will be displayed on the screen.



The screenshot shows the 'Student Accounts and Financial Aid' page with the 'My Account Info - View Payment Plan' section. A dropdown menu for 'Position to Account' is open, showing 'AR-TRADE/STUDENTS' selected. Below it is a table of payment plans.

Account: AR-TRADE/STUDENTS	Description	Due Date	Amount
	4 Month Payment Plan	5/1/2014	\$250.00
	4 Month Payment Plan	6/1/2014	\$250.00
	4 Month Payment Plan	7/1/2014	\$250.00
	4 Month Payment Plan	8/1/2014	\$250.00

5. To make a payment on your monthly payment plan, click the Make a Payment link.



The screenshot shows the 'Student Accounts and Financial Aid' page with the 'My Account Info - My Account Balances' section. It displays a balance of \$177.50 Due for AR-TRADE/STUDENTS. A blue arrow points to the 'Make a Payment' link.

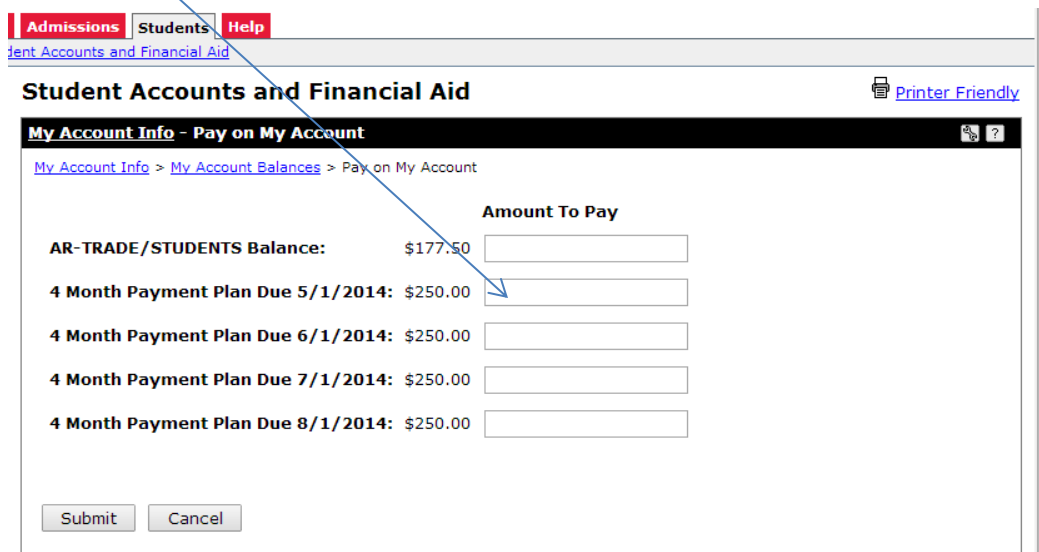
AR-TRADE/STUDENTS **\$177.50 Due** [View Payment Plan](#)
Account includes pending transactions

Grand Total \$177.50 Due

[Make a Payment](#)

[Course and Fee Statement](#)

6. You will be able to see your payment plan and the associated due date(s). Enter the amount you will be paying in the box next the appropriate plan month. NOTE: Do NOT enter the amount on the AR-TRADE/STUDENTS Balance line. Click the Submit button at the bottom of the screen.



The screenshot shows the 'Student Accounts and Financial Aid' page with the 'My Account Info - Pay on My Account' section. It displays the 'Amount To Pay' table with input boxes for each payment plan month. A blue arrow points to the input box for the 5/1/2014 due date. At the bottom are 'Submit' and 'Cancel' buttons.

		Amount To Pay
AR-TRADE/STUDENTS Balance:	\$177.50	<input type="text"/>
4 Month Payment Plan Due 5/1/2014:	\$250.00	<input type="text"/>
4 Month Payment Plan Due 6/1/2014:	\$250.00	<input type="text"/>
4 Month Payment Plan Due 7/1/2014:	\$250.00	<input type="text"/>
4 Month Payment Plan Due 8/1/2014:	\$250.00	<input type="text"/>

7. The next few screens will gather your payment type. Simply enter the required information

Please choose the type of payment you would like to make.

Credit Card

This is a secure online form. Your transmissions while in this area are absolutely secure and private. Information provided here will only be used for the purpose of securing your payment.

Required information is in bold type and indicated by an asterisk (*)

1. Verify Amount and Description of Payment

Amount of Payment \$160.00
Description of Payment Thank you for your payment.

2. Enter Credit Card Information

Credit Card Type * American Express ▾

Card Number *

Card Code * 3 or 4-digit number on the back or front of your card

Expiration Date * ▾ ▾

8. Once your payment information is entered and reviewed for accuracy, click the Continue button.

3. Enter the Billing Address for the above account

First Name * Last Name * Mickey Mouse

Company Name Required if card is associated with a company

Address *

City * State * Zip * ▾

Country * UNITED STATES ▾

Phone Number * Format is 555-555-5555, use + for international

4. Enter your E-mail Address for a receipt to be sent to you

E-mail Address mwelker@batc.edu

You should immediately receive an online message your payment has been received with along with a corresponding email.