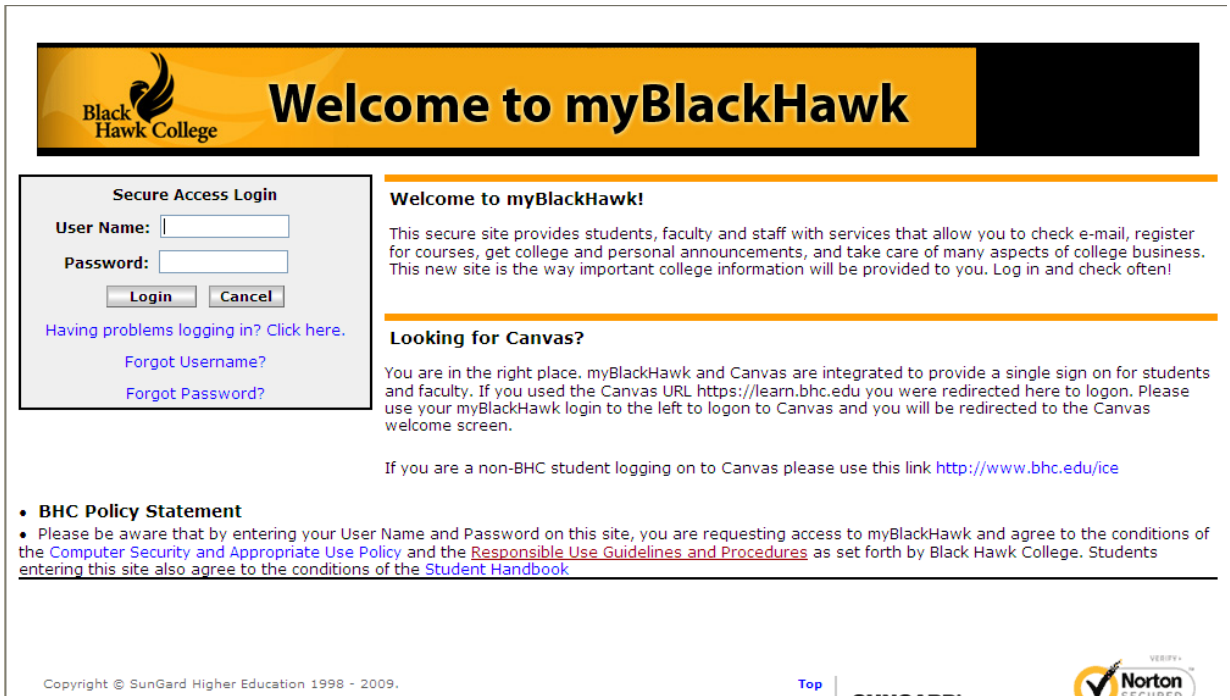
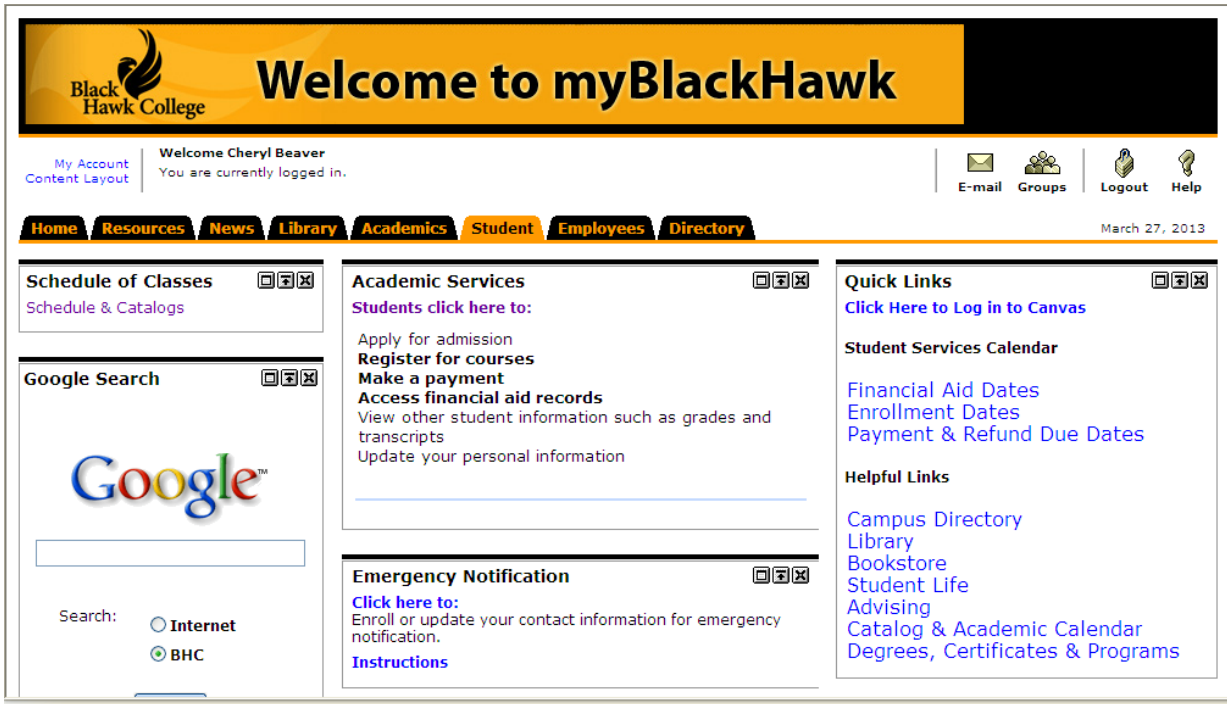
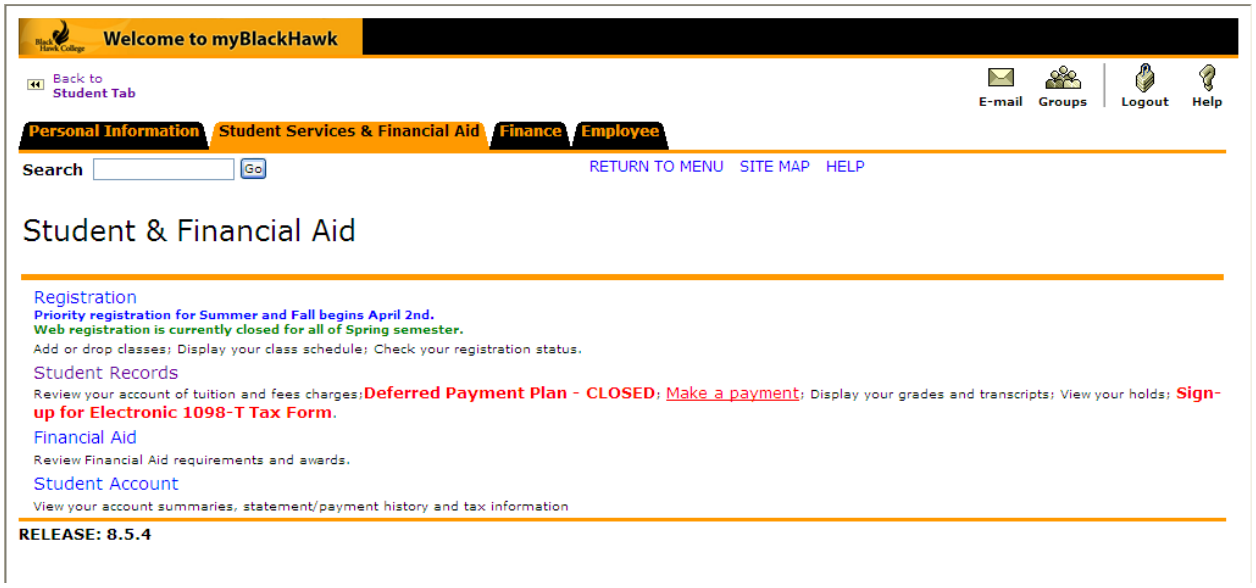
To make a payment online log into myBlackHawk at http://myblackhawk.bhc.edu



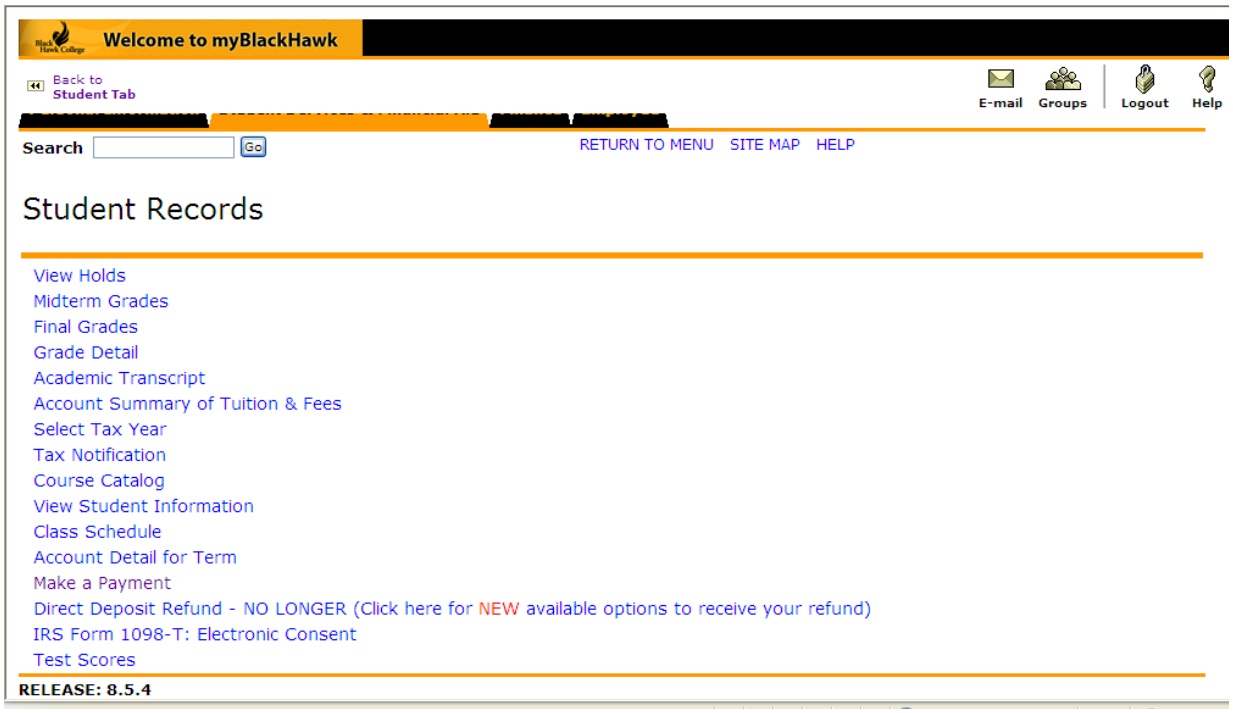
Once you have logged into myBlackHawk, go to the Student Tab. In the Academic Services box, click the link titled 'Students click here to.'



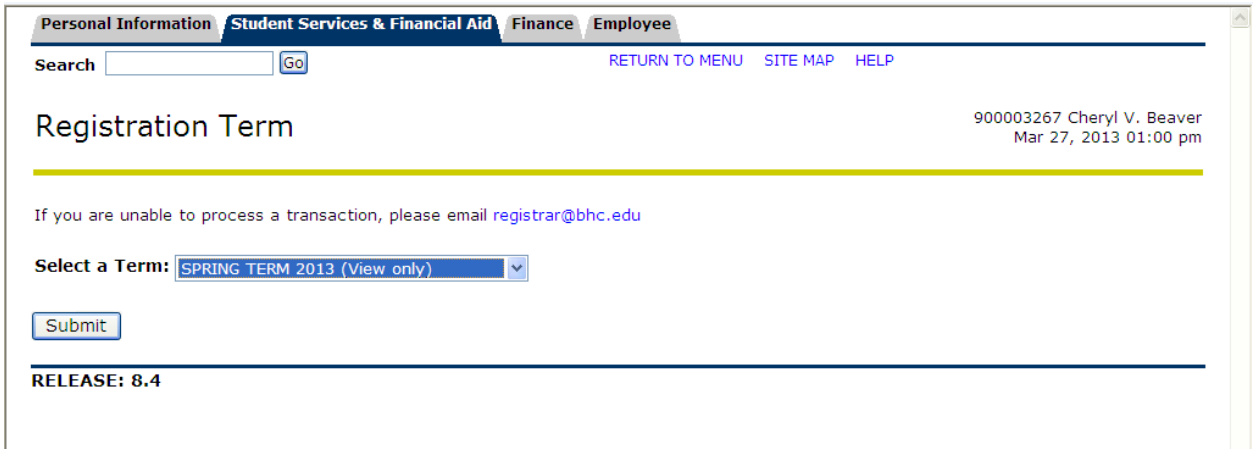
Select link titled 'Make a Payment' or select 'Student Records'.



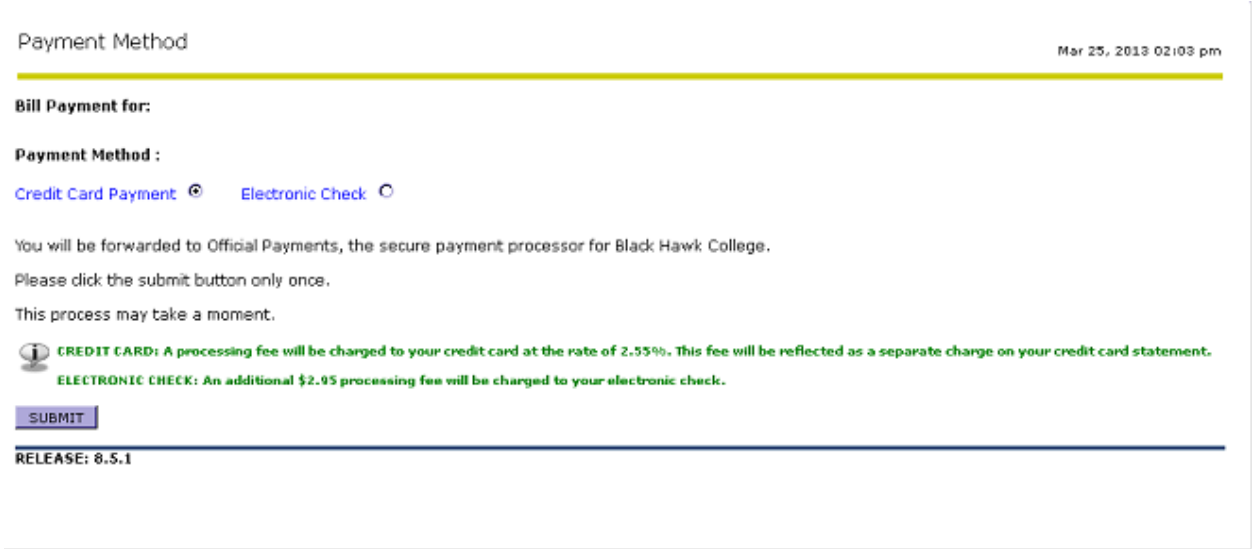
If you select 'Student Records', select the forth (4th) option from the bottom.



Next, select the term to make the payment for. After selecting from the drop down list, click the submit button.



The next step is to choose either Credit Card Payment or Electronic Check.



***NOTE – Depending on your choice, you will see slightly different screens.**
If you chose Credit Card Payment, you will see the following screen with the student's information partially filled in. Fill in the rest and make sure the <u>Card Holder's</u> information is accurate.

Black Hawk College

Please enter your account information.

Amount To Pay: *

Payment Options

VISA MasterCard DISCOVER Debit or Credit

* indicates required field

Account Number *

Expiration Date (mm/yy) 03 / 13 *

Card Identification Number * How do I find this?

Account Holder Information

Account Holder Name: *
Street Address: *
Apartment/Suite:
City: *
State/APO: *
ZIP Code: *

Primary Phone Number

( ) - * ext:

Continue | Cancel

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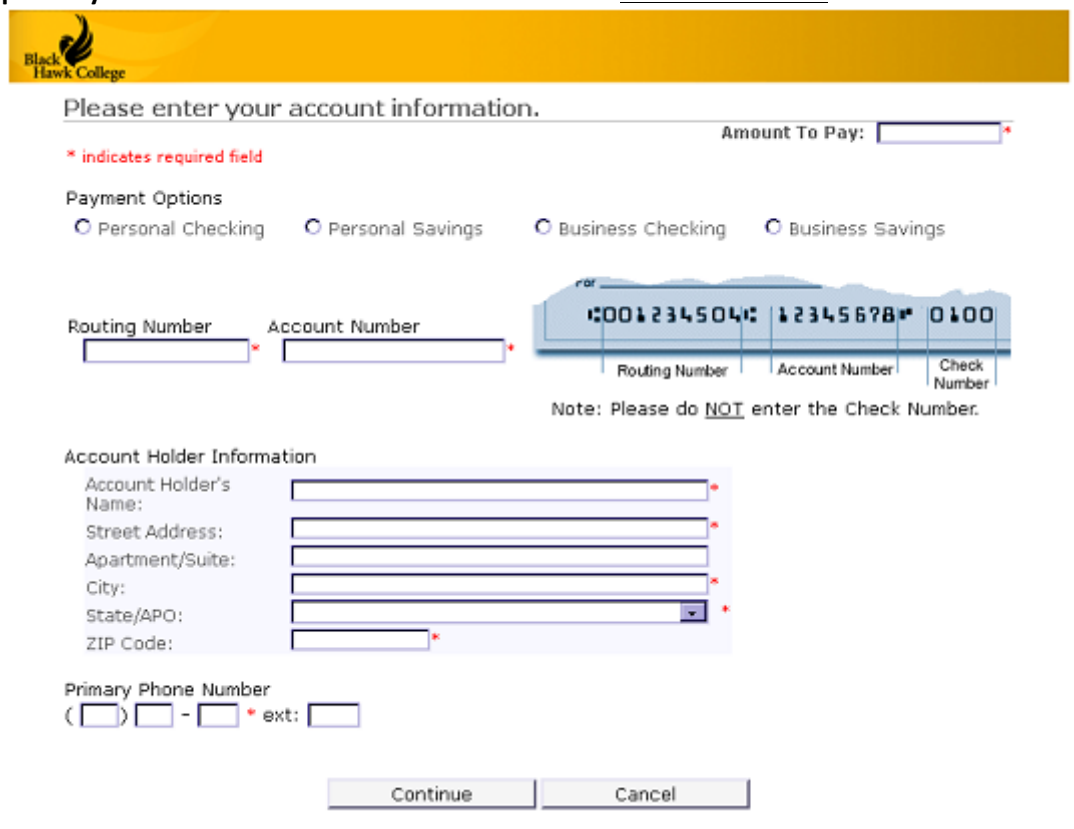
HOW TO FILE COMPLAINTS
Build 2.0.347.11

digicert SECURED

If you chose Electronic Check, you will see the following screen with the student's information partially filled in. Fill in the rest and make sure the <u>Account Holder's</u> information is accurate.