

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

**Welcome to myBlackHawk**

Secure Access Login

User Name:  
Password:  
[Forgot password?](#)  
LOGIN clear

Welcome to myBlackHawk

This secure site provides students, faculty, staff, and other College affiliates with single sign-on access to multiple sources of campus information and services. myBlackHawk provides you with full Intranet and Internet services making it easier for you to do "business" with the College. Enjoy!

What's Inside?

- Personal course data and information
- Network with advisors, faculty and peers
- Online library research

Email, calendaring, and address books: Manage your personal, course and school email, tasks and calendars

Communities and Collaboration: Create, manage and join group homepages for clubs, affiliations and interests

Registration, grades, academic profile, transcripts, financial aid, pay fees & more

[Trouble Logging in? Click Here](#)

**Looking for Canvas?**

You are in the right place. myBlackHawk and Canvas are integrated to provide a single sign on for students and faculty. If you used the Canvas URL <https://learn.bhc.edu> you were redirected here to logon. Please use your myBlackHawk login to the left to logon to Canvas and you will be redirected to the Canvas welcome screen. If you are a non-BHC student logging on to Canvas please use this link <http://www.bhc.edu/ice>

**Foundation Scholarships:**

If you are [applying](#) for Foundation Scholarships, you must enter your myBlackHawk credentials in order to apply. Once you login, you will be redirected to the scholarship application page. Thank you!

**FlexReg for PaCE Users:**

If you are coming from FlexReg for PaCE please log in above to change your password. Your FlexReg account is linked to the myBlackHawk portal.

Languages:  
[English](#) [Spanish](#) [French](#) [Russian](#) [Nederlands](#) [Svenskt](#) [Italiano](#) [Urdu](#) [Chinese \(Simplified\)](#) [Deutsch](#) [Japanese](#) [Croatian](#) [Czech](#) [Polish](#)

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Once you have logged into myBlackHawk, go into the Student Billing tab.

myBlackHawk Home

Home Community / Home

Home

Student

Student Billing

Library

Bookstore

Employees

Directory

**Personal Announcements**

Announcements

Subject	Preview	Hide
<a href="#">FREE lunch TODAY in the Hawk's Nest at Social Services Fair</a>	Come to the Hawk's Nest TODAY between 11 ... Delivery Date: Oct 24, 2018	<a href="#">Hide</a>
<a href="#">Social Services Fair is TODAY</a>	Please send students to the Hawk's Nest ... Delivery Date: Oct 24, 2018	<a href="#">Hide</a>
<a href="#">REMINDER - Shred your personal documents Oct. 24 on campus</a>	The BHC Safety Committee is sponsoring a ... Delivery Date: Oct 23, 2018	<a href="#">Hide</a>

**Canvas Log-In**

Canvas By Instructure

Taking an online course for the first time? Review the Online Learning Orientation: [Online Learning Orientation](#)

**Emergency Notification**

Emergency

Snow day? Hazardous weather? [Click the](#)

# In the Payment Options box, click the link titled 'Make a Payment Online.'

The screenshot shows the Black Hawk College Student Billing page. The navigation menu includes Home, Library, Bookstore, Student, Student Billing (highlighted), Employees, and Directory. The main content area is divided into several sections:

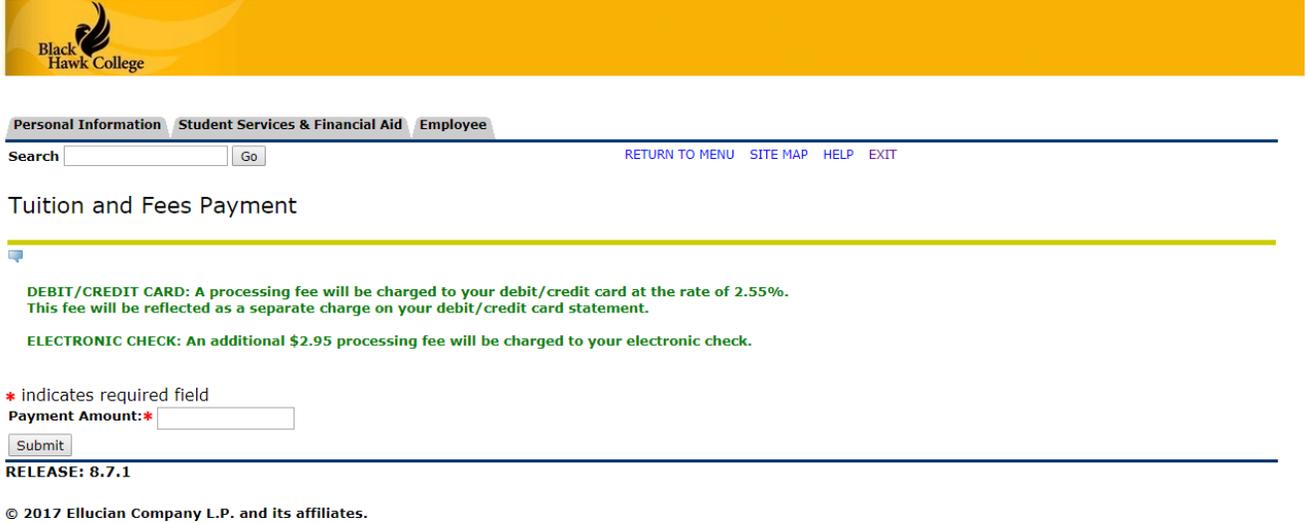
- Welcome!**: A welcome message and a list of services provided by the Bursar's Office.
- Payment Options**: Contains three links: "Make a Payment In Person", "Make a Payment Online" (highlighted with a red arrow), and "Payment Due Dates & Options".
- Account Info**: Contains links for "My Billing Detail by Term", "My Billing History", and "View My Account Holds".
- My Account**: A table showing the account summary for various terms from 1998 to 2017, all with a balance of \$0.00. The current "Account Balance" is also \$0.00.
- Save the Date!**: A red warning message stating "PAYMENT DUE DATE IS OCTOBER 18<sup>th</sup>!" and explaining that this applies to students on installment plans or with outstanding balances.
- Refund Information**: Contains links for "Refund Policy", "Get My Student ID for Refunds", and "Set-up My Refund Preference".
- Tax Notification**: Contains links for "Access my Electronic 1098-T", "Give Consent to Receive an Electronic 1098-T", and "IRS Form 1098-T FAQ".
- Other Information**: Contains links for "Tuition Costs", "Payment Policies", and "Parking Permits".

Next, select the term for which you want to make a payment for. After selecting from the drop down list, click the 'Submit button.'

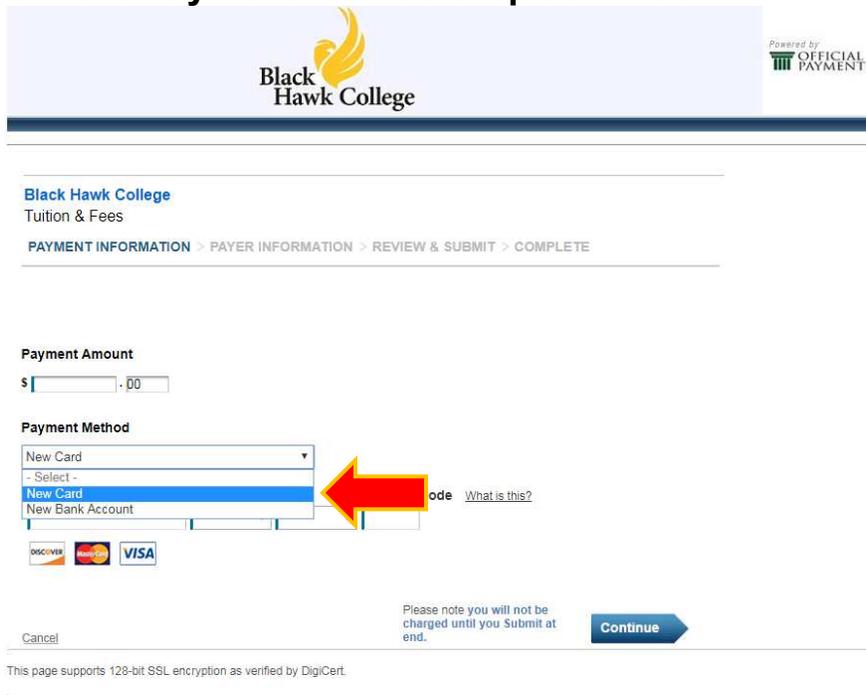
The screenshot shows the Black Hawk College Student Services & Financial Aid page. The navigation menu includes Personal Information, Student Services & Financial Aid (highlighted), and Employee. A search bar is present at the top. The main content area is titled "Registration Term" and includes a message: "If you are unable to process a transaction, please email registrar@bhc.edu". Below this, there is a "Select a Term:" dropdown menu with "FALL TERM 2017 (view only)" selected. A "Submit" button is located below the dropdown menu.

RELEASE: 8.7.1

The next step is to enter the payment amount and then click the 'Submit' button **PLEASE NOTE**- When using a Credit or Debit card, there is a 2.55% fee. When choosing the Electronic Check option, there is a flat rate fee of \$2.95.



Next, you can choose either Credit/Debit Card or Electronic Check as a form of payment. For a Credit or Debit card, the method of payment will read as New Card. To pay via Electronic Check, pick New Bank Account from the Payment Method drop down box.



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**\*NOTE– Depending on your choice of payment, you will see slightly different screens. If you chose New Card (aka Credit/Debit Card), you will see the following screen. Fill in all the required information and ensure it is accurate. Once you have ensured all the information is correct, click ‘Continue.’**



**Black Hawk College**  
Tuition & Fees

[PAYMENT INFORMATION](#) > [PAYER INFORMATION](#) > [REVIEW & SUBMIT](#) > [COMPLETE](#)

**Payment Amount**

\$  .00

**Payment Method**

New Card ▼

Card Number      Expiration Date      Security Code [What is this?](#)

-- --



Please note you will not be charged until you Submit at end.

**Continue** ➔

[Cancel](#)

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If you chose New Bank Account (Electronic Check), you will see the following screen, fill in all the required information and ensure it is accurate. Once you have ensured all the information is correct, click 'Continue.'



**Black Hawk College**

Tuition & Fees

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**Payment Amount**

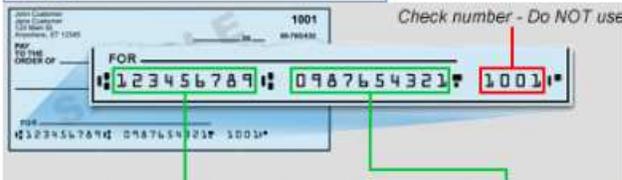
\$  .00

**Payment Method**

New Bank Account ▼

**Account Type**

- Select - ▼



Enter Routing Number (9 digits)

Enter Account Number

Re-enter Routing Number

Re-enter Account Number

[Cancel](#)

Please note you will not be charged until you Submit at end.

[Continue](#)

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Next, you will need to Review and Accept the Terms outlined by Official Payments, the servicer that provides this online feature. Once you have reviewed and accept those terms, click on the 'Accept Terms' button.



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Tuition & Fees

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### Review & Accept Terms

Payment Method	Amount	Service Fee	Total
<b>VISA</b>			

**Official Payments Terms and Conditions:**

Official Payments Corporation charges a service fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. The service fee is included in the "Total Payment" line above.

Completion of a payment transaction is contingent upon both the authorization of payment by your card company and acceptance of your payment by the entity you are paying. In the event that your payment is unable to be processed, Official Payments will attempt to notify you at least once using the contact information you have provided. In the event your payment is not processed or authorized by your card company or the applicable entity you are seeking to pay fails to accept your payment your payment liability shall remain outstanding and unpaid and you will be subject to all applicable penalties, late fees and interest charges assessed by the relevant entity thereon, all of which obligations remain your sole responsibility.

Card Authorization Agreement

By clicking the "Accept" button below you hereby confirm your acceptance of the service fee charged by Official Payments and agree to pay the "Total Payment" amount indicated, subject to and in accordance with the agreement governing the use of your

 Printer Friendly

[Back](#) | [Cancel](#)

Please note you will not be charged until you Submit at end.

[Accept Terms](#)

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Next, you will need to enter the Payee's information. If you are not the student, but you are making the payment, you will need to enter YOUR information, not the student's. Once you have all the fields filled out click 'Continue.'



Black Hawk College  
Tuition & Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

### Please enter your account information

Name

First Name	MI	Last	Suffix
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Country

United States ▼

Address

Street Address

Street Address 2

Apartment or Suite Number

City IL Zip code

Daytime phone

US  International

( ) -

Note: Please provide area code and extension in case we need to contact you regarding your payment.

[Back](#) | [Cancel](#)

Please note you will not be charged until you Submit at end.

[Continue](#)

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Next, please review the payment amount. As stated earlier, there is a convenience fee for making an online payment. The computer will calculate both the Service Fee and the Total after the service fee. Please review the Payee's Account information. If all of the information is correct, click 'Submit'. Only click Submit **once**, otherwise it may result in multiple payments. Once the system has processed your payment, you should see a Payment Confirmation screen.



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#### REVIEW & SUBMIT

Payment Method	Amount	Service Fee	Total
VISA			

Account Information	Name	John Smith
	Street Address	1111 1st St
	City	Moline
	State	IL
	Zip code	61265
	Country	United States
	Daytime phone	(000) 000 - 0000

[Back](#) | [Cancel](#)

It is only necessary to click the "Submit" button once. Clicking the "Submit" button multiple times may result in the processing of multiple payments.

**Submit**

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