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

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

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

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 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.
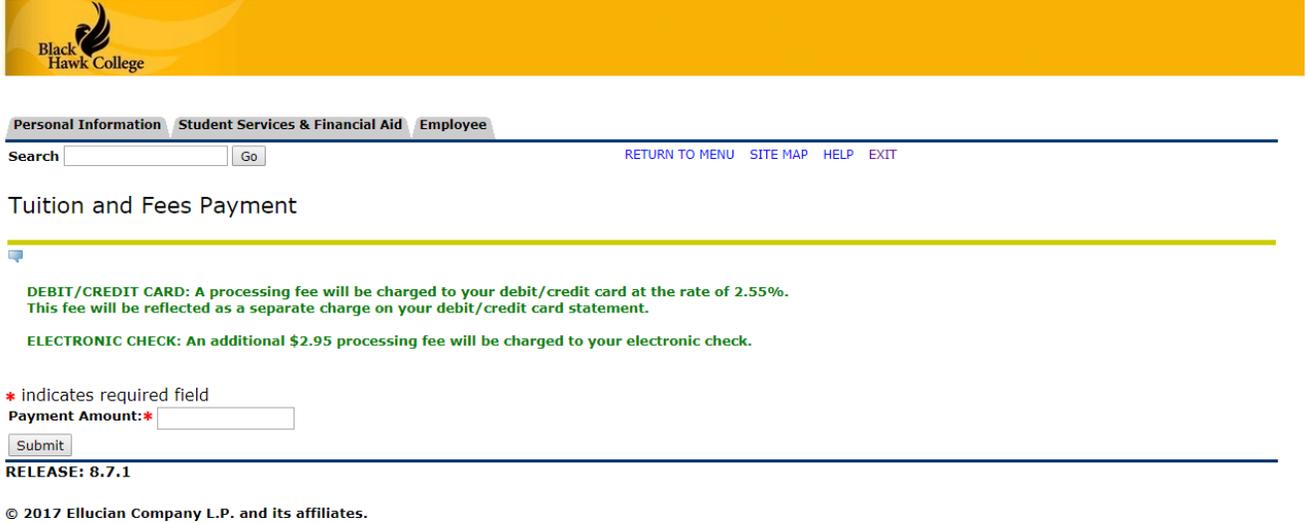
Next, you can choose either Credit/Debit Card or Electronic Check as a form of payment. For a Credit or Debit card, the method of payment will read as New Card. To pay via Electronic Check, pick New Bank Account from the Payment Method drop down box.
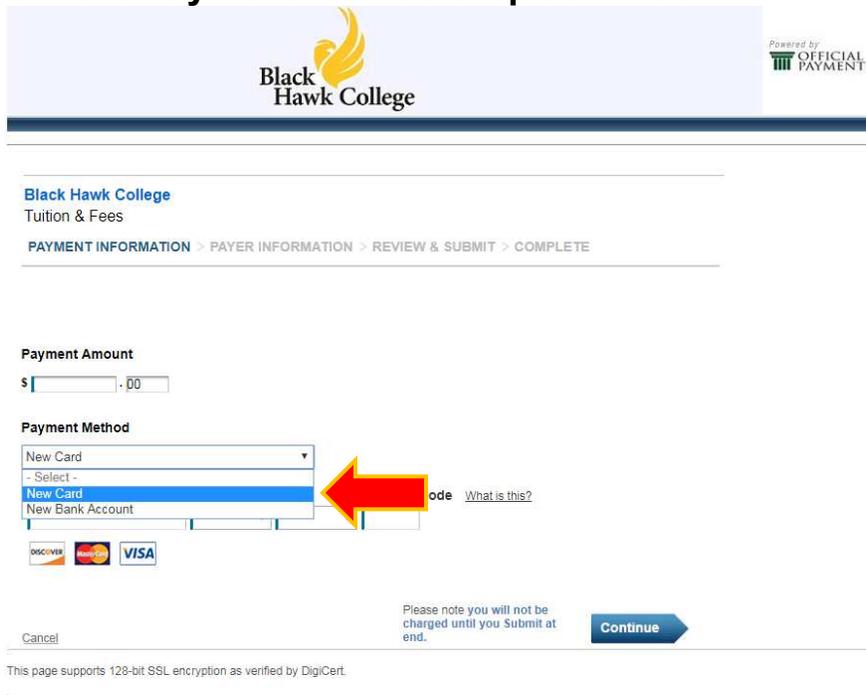
*NOTE– Depending on your choice of payment, you will see slightly different screens. If you chose New Card (aka Credit/Debit Card), you will see the following screen. Fill in all the required information and ensure it is accurate. Once you have ensured all the information is correct, click 'Continue.'

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Tuition & Fees

PAYMENT INFORMATION > PAYER INFORMATION > REVIEW & SUBMIT > COMPLETE

Payment Amount

$ [   ] . 00

Payment Method

New Card   ▼
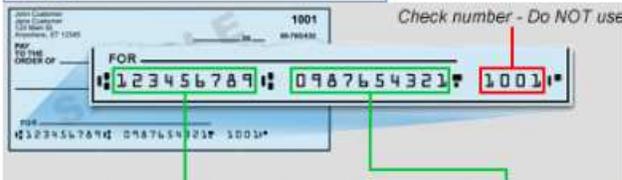
Card Number	Expiration Date	Security Code	What is this?
[ ]	-- ▼ -- ▼	[ ]	

DISCOVER MasterCard VISA

Cancel

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

Continue ►

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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.'

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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Review & Accept Terms

Payment Method	Amount	Service Fee	Total
VISA			

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

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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.'

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PAYMENT INFORMATION > **PAYER INFORMATION** > REVIEW & SUBMIT > COMPLETE

Please enter your account information

Name

| First Name | MI | Last | Suffix |

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 <u>once</u>, 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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PAYMENT INFORMATION > PAYER INFORMATION > **REVIEW & SUBMIT** > COMPLETE

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

Submit

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

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EV SECURE
Click to Verify

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