



**BRTC provides easy online payment options that let you pay your balance over time, making college more affordable.**

**Our online payment plans break down the amount you owe into monthly payments that are payable online, for your convenience. The earlier you enroll, the smaller your required down payment will be.**

- **Payments are due on the 5th of each month and will continue until the balance is paid in full.**
- **There is a \$25 enrollment fee due immediately, along with your required down payment.**
- **There is a 5 day grace period for missed payments. After that you will be charged a \$5 late fee.**

**Fall 2018:** Payment plans are available beginning April 9, 2018. The date you enroll, will determine the plan you will be eligible for. The last online payment plan option ends at 4:30 p.m. on August 24, 2018.

Last day to enroll online	Required down payment	Number of payments	Months of payments
May 25	0%	5	June-October
June 25	20%	4	July-October
July 25	25%	3	August-October
August 24	35%	2	September-October

**To enroll:**

- Login to [mybrtc.blackrivertech.org](http://mybrtc.blackrivertech.org)

**Username**-If you have a middle initial: **FirstName.MI.LastName**  
If you do not have a middle initial: **FirstName.LastName**

**Initial Password**- Birthdate: MMDDYY  
For **returning MYBRTC users** it will be whatever you changed your password to.

- Once logged in click on **Pay My Bill**. This will show your **current balance**.
- Then **choose your payment method** (pay in full), or **set up a payment plan**.
- When setting up a payment plan, **select the item** to pay and then click continue.
- The details of the plan will be laid out according to what option is available. **Please review and click the agreement box** at the bottom of the screen then continue.
- **Print out your plan** (right click on the webpage and choose print).

**Payments WILL NOT automatically recur!**  
**Student is responsible for returning to MYBRTC account to make monthly payments by the due date or they will be charged a late fee.**

**To make monthly payments:**

- Login to [mybrtc.blackrivertech.org](http://mybrtc.blackrivertech.org)

**Username**-If you have a middle initial: **FirstName.MI.LastName**  
If you do not have a middle initial: **FirstName.LastName**

**Password**- Birthdate: MMDDYY

- Once logged in click on **Pay My Bill**.
- Choose which payment you want to make then **choose your payment method**.

**All online payments can be paid with a debit or credit card, or electronic check. All cash payments must be paid directly to BRTC.**

**For more information or for help setting up a plan contact the Finance Office at 870-248-4116 or 870-248-4033.**



# **SAFE, SECURE, SPEEDY ONLINE BILL PAYMENTS**

**PAY ONLINE at  
[mybrtc.blackrivertech.org](http://mybrtc.blackrivertech.org)**

