Student Payment Plan Instructions:

Start by going to the **myBRTC** website:

← → C 🔲 https://mybrtc.blackrivertech.org/

BLACK RIVER TECHNICAL COLLEGE

Please Log In To myBRTC Portal.

username

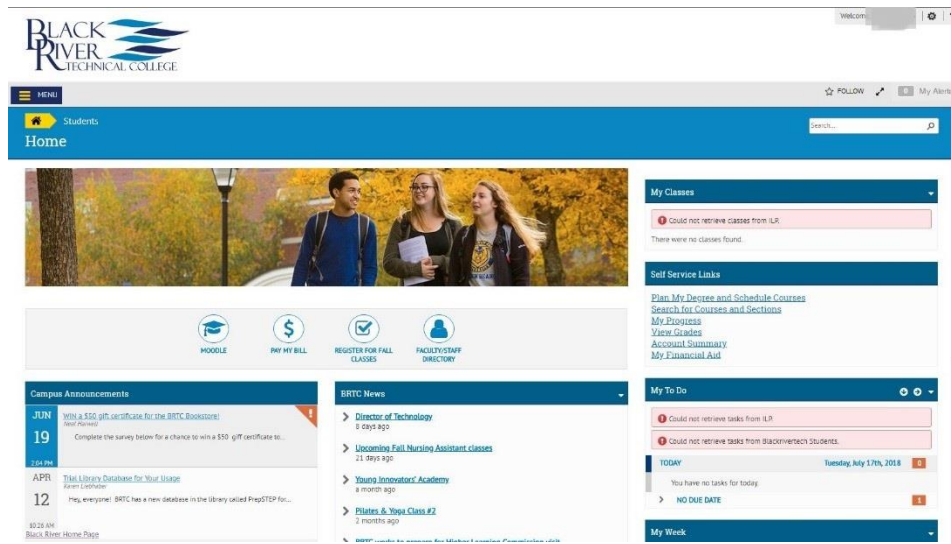Password

Sign in

Defaults
Username = firstname.middleinitial.lastname
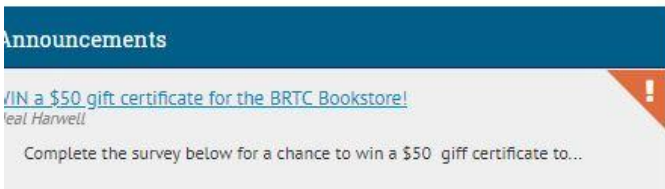Initial Password = Date of Birth (MMDDYY)

Help
If you have any issues, please email us at
support@blackrivertech.edu

To prevent future disruptions in accessing your
account please register for the BRTC student self
service password reset service at
http://password.blackrivertech.edu. Once registered
you will be able to securely reset / recover your
password without delay.

After logging in you will be directed to your home page.

From your home screen you will click on "Pay My Bill".

To set your charges up on **a payment plan** please select all the boxes and then click **Create Payment** Plan.

To **pay your balance in full** select all the boxes and then **Choose Payment Method**. Then finally click on **Proceed to Payment**.

Payments will <u>NOT</u> automatically draft from the students account. The student is responsible for returning to their myBRTC account to make monthly payments by the due date or they will be charged a $15.00 late fee.

Remember that all down payments are due the day you set your plan up.

The details of your plan will be laid out according to what option is available. Please review and click the agreement box at the bottom of the screen. Print out your plan for your records. *(Right click on the webpage and choose print.)*

If an error message occurs, please contact student accounts at 870-248-4116 or 870-248-4033 to make a payment over the phone.