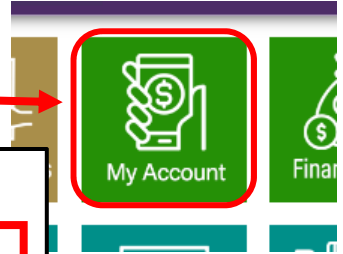




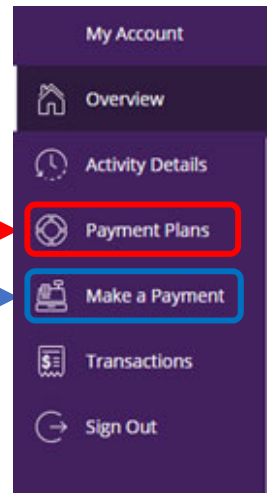
STUDENT ACCOUNT CENTER PAYMENT INSTRUCTIONS

Use the MyButlerCC app or go to My.ButlerCC.edu.
Click the My Account tile for access.



How to sign up for a Payment Plan online

1. In the Student Account Center menu, select **"Payment Plans."**
2. Select the grey **"View payment plan options"** box.
3. Your payment plan options will be displayed. Each displays your balance less authorized aid, the enrollment fee, Payment Schedule, and Plan Details. Choose an option and select **"Enroll in Plan."**
4. Read through the **eSignature Disclosure** then select **"Accept."**
5. After reviewing the Payment Plan Enrollment agreement, check the **"I agree to the terms and conditions"** box, and select **"Continue."**
6. The Pay Amount screen displays Payment Due including the payment plan fee and first Installment. Select **"Continue."**
7. Next choose your payment method and enter the appropriate details. Automatic monthly payments are optional. You can choose to make manual payments by unchecking the box. Select the **"I agree"** box, if needed. Then select **"Continue"** at bottom of screen.
8. The screen displays your email address for your receipt, the total amount you are paying, and the payment details. Select the **"Pay \$\$ amount"** box.
9. Next, successful payment and Payment Plan enrollment displays. Your sign up is complete.



Do you want help paying?

Do you know someone that would like to help you pay? Invite them to have access to your account!

Send a payer invitation

How to Make On-Line Payments

1. In the Student Account Center menu, select **"Make a Payment."**
2. Select the grey **"Balance \$\$"** box then select **"Continue"** at bottom of page.
3. Next choose your payment method and enter the appropriate details. Select **"Continue"** at bottom of screen.
4. The screen displays your email address for your receipt, the total amount you are paying, and the payment details. Select the box showing **"Pay \$\$ amount."**
5. Next, successful payment displays. Your payment is complete.

How to Set Up a Parent or Someone to Help Pay Your Account

1. In the Student Account Center scroll to find and select **"Send a payer invitation."**
2. Fill in the Payer Invitation with name, email, and a personal message to the person you are inviting. Then select **"Send Invitation."**
3. Choose to Invite another payer or Close the Payer Invitation.
4. Your new authorized user will be sent an email that includes a PIN, Password, and a link to your account.