

## Directions to pay your bill or set up a payment plan online through MyHC

1. Log into your MyHC account.
2. Open the Student Dashboard.

The screenshot shows the MyHC Home dashboard with a grid of service cards. The 'Student Self-Service' card is highlighted with a green circle around the 'OPEN STUDENT DASHBOARD' button. Other cards include 'FAQ Card', 'User Guide', 'General Self-Service', 'Faculty Self-Service', 'Additional Student Links', 'Banner Admin', and 'IT Support'.

3. Choose Make a Payment.

## Student Services

The screenshot shows the Student Services page. A user profile is visible at the top left. Below it, a list of links is provided under the heading 'Academic Records:'. The link 'Make a payment' is circled in green.

Hello [Redacted]

This is the entry page for Banner Student. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution:

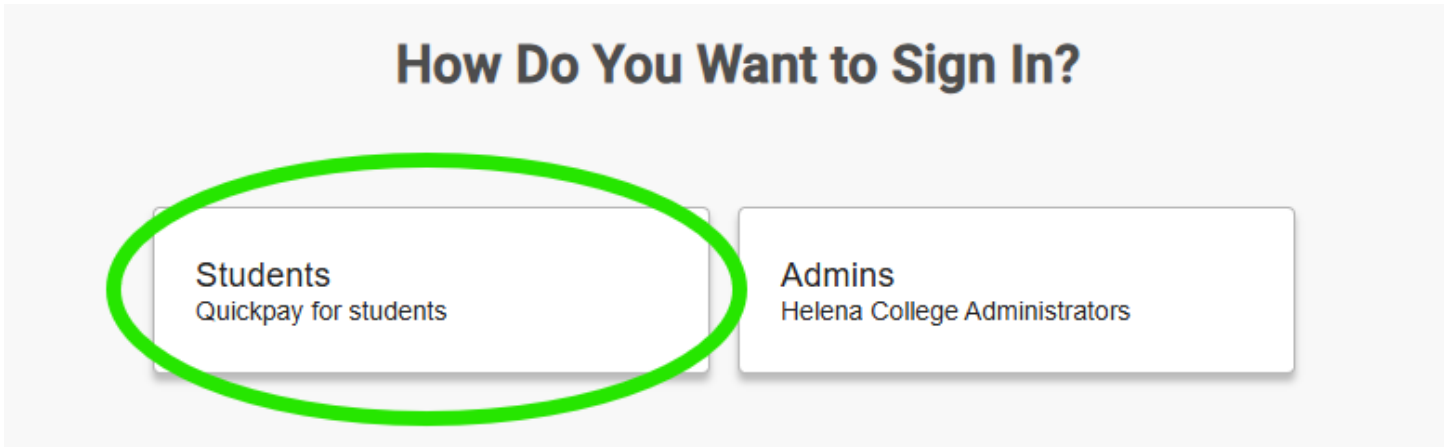
**Academic Records:**

- Student Profile
- Degree Evaluation
- Registration
- **Make a payment**
- 1098-T Tuition Statement
- Financial Aid
- Midterm Grades
- Final Grades
- Unofficial Transcripts - Academic Transcript
- Order Official Transcript - Transcript Requests - Helena College

4. Select the correct term and choose Pay Now.

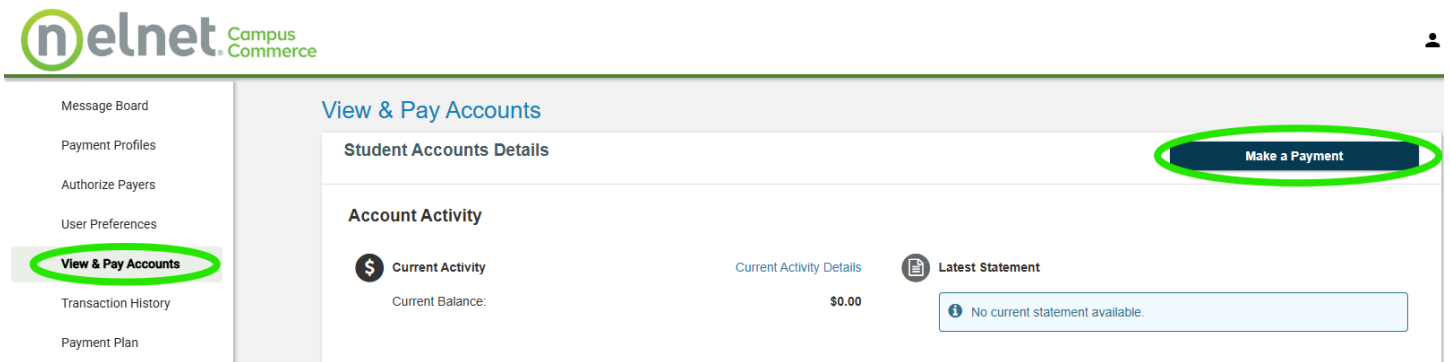
The screenshot shows the 'Account Detail for Term' page. A dropdown menu labeled 'Select Term ...' is circled in green. To the right, there are three buttons: 'Print', 'Holds', and 'Pay Now', with the 'Pay Now' button also circled in green.

5. Choose Quickpay for Students.



6. This will take you to the **Nelnet** website. From here you can choose to pay your bill in full or set up a payment plan.

a. To pay in full, click on View & Pay Accounts and choose Make a Payment and follow the prompts to pay your bill.



b. To set up a payment plan, click on Payment Plan and choose the correct term and follow the prompts to set up your payment plan.

