

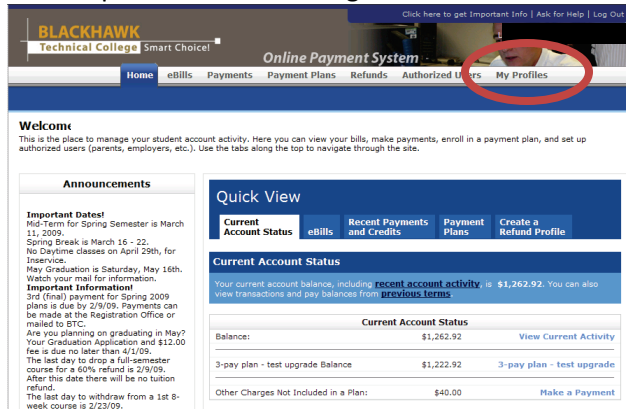
# Completing Your Enrollment in a Payment Plan

Our registration staff has initiated your enrollment into the payment plan of your choice, but you must complete the following process to complete your enrollment and assure that your registration is secure for fall classes.

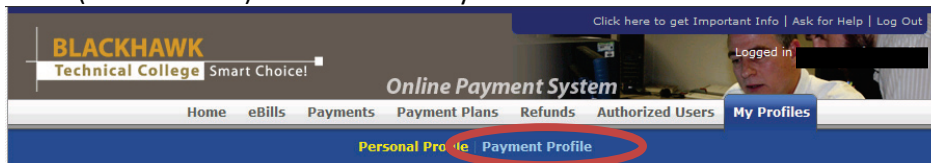
**Step 1:** Login to TouchNet. This can be accomplished in one of two ways:

A – Go to [www.blackhawk.edu](http://www.blackhawk.edu). Click on the “**Registering for Classes**” link located under STUDENTS at the bottom of the page. Then click on **TouchNet Payment System** link located at the right of the page. Use your student ID and PIN to login (as you would use for Banner Web).

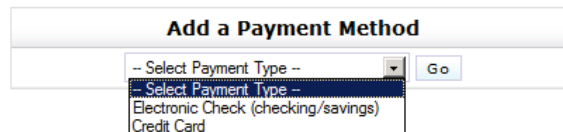
B – Login to Banner Web. From the main menu page, choose “**Bill & Payment Options**”. Click the “**Go to TouchNet**” button. This will not require an additional login. Below is the TouchNet “Home” Screen.



**Step 2:** Choose My Profiles (circled above). Then select “**Payment Profile**”.



**Step 3:** Select a payment type



**Step 4:** Follow the directions to enter your credit card or bank account information. Make sure to **SAVE** when you finish!

Credit Card	Bank Account
<p><b>Account Information</b></p> <p>Card Number: <input type="text"/></p> <p>Account Nickname* : <input type="text"/> (e.g. My CreditCard)</p> <p>Cardholder Name: <input type="text"/></p> <p>Expiration Date: 04 <input type="text"/> 2011 <input type="text"/></p> <p>Credit Card Type: <input type="text"/></p> <p><b>Cardholder Billing Information</b></p> <p>International Address? <input type="checkbox"/></p> <p>Billing Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State/Province: <input type="text"/></p> <p>Zip Code: <input type="text"/></p> <p>* Choose a meaningful name that will allow you to easily recognize and reuse this payment method in the future.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p>	<p><b>Bank Account Information</b></p> <p>Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc. Note that only one bank account can be designated to receive refunds. Please choose a meaningful name that will allow you to easily recognize and reuse this payment method in the future.</p> <p>Account Nickname: <input type="text"/> (e.g. Primary Checking)</p> <p>Account Type: <input type="text"/></p> <p>ABA Routing Number: <input type="text"/> <a href="#">View Illustration</a></p> <p>Account Number: <input type="text"/></p> <p>Confirm Account Number: <input type="text"/></p> <p><b>Accountholder Billing Information</b></p> <p>Name on Account: <input type="text"/></p> <p>International Address? <input type="checkbox"/></p> <p>Billing Address: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State/Province: <input type="text"/></p> <p>Zip Code: <input type="text"/></p> <p>Refund Option <input type="checkbox"/> Please check here if you would like refunds to be deposited into this account.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p>

**Step 5:** Logout of all systems and close all browser windows for security!!