HOW TO make a **Payment Online**

1) Go to https://hennepintech.edu and under **Current Students**, choose **Eservices & Schedule**.
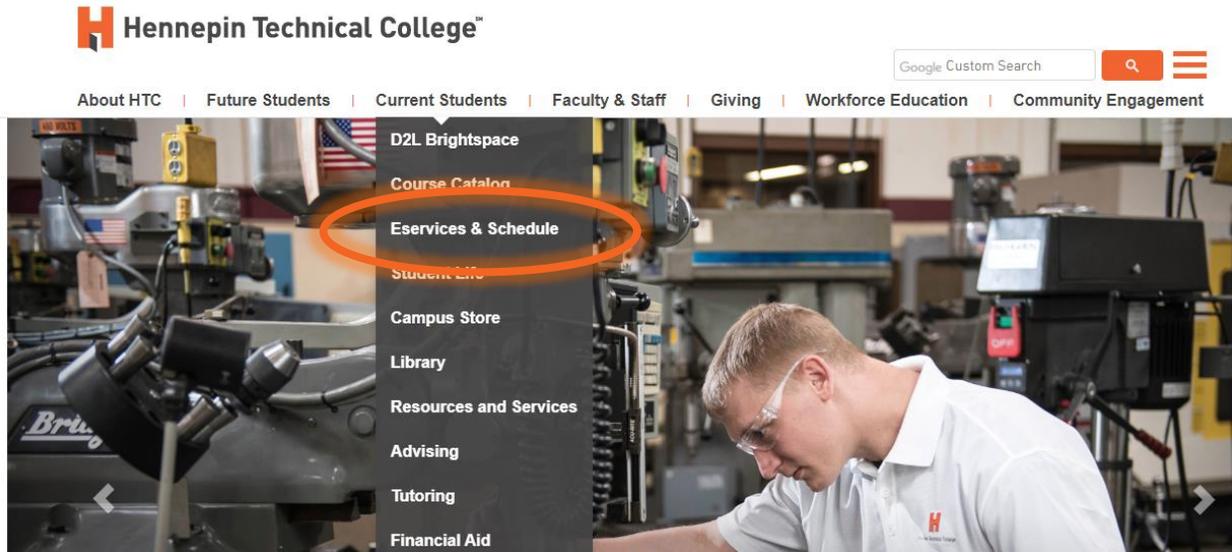
2) At the bottom of page, under **eServices**, click on **the campus you are attending**.
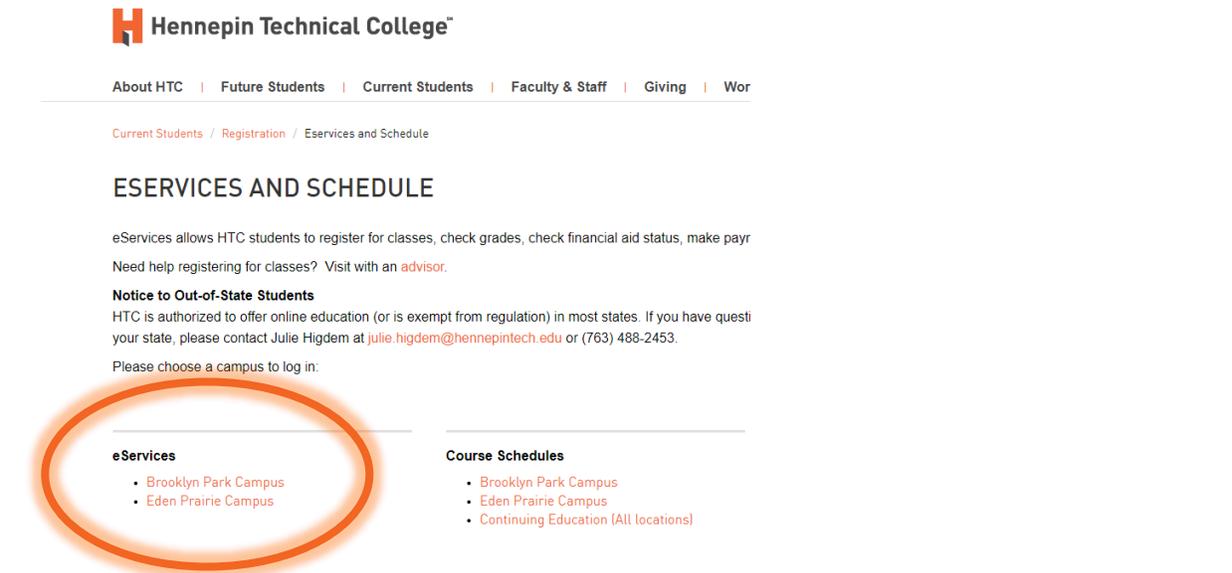
3) Login with **StarID and StarID password** (*wx1234yz* – sample format).

4) Click on **Bills & Payment** in the left navigation pane. A drop-down list will appear.

5) You will see the window below. This screen displays your account balance at any MinnState College or University, if you have attended more than one college. Find the charges for your Hennepin Technical College student account. Click on the **Make a Payment** button.

6) Once you click the **Make a Payment** button**,** you will see the screen below: You may choose your payments either by institution or by specific charges. See the options for each in the upcoming steps.

Make a Payment on Account

Choose ONE Payment Option from the following choices:

Payment Options	Payment Toward Specific Institutions	Payment Toward Specific Charges

Payment Toward Specific Institution Balances ⓘ

Payment Toward Specific Charges ⓘ

7) If you click on **Payment Toward Specific Institution Balances**, then the screen below appears. You may make a payment toward a particular institution in whole or incremental. You may choose to **Pay Account Balance** (check box) or enter the partial amount in dollars and cents. Click **Continue**.

Make a Payment on Account

Choose ONE Payment Option from the following choices:

Either click the **Pay Account Balance** box or enter in **Pay Other Amount**

Payment Options	Payment Toward Specific Institutions	Payment Toward Specific Charges

Payment Toward Specific Institution Balances ⓘ

Institution	Account Balance	Pay Account Balance	OR	Pay Other Amount
Metropolitan State University	$ 64.00	Pay Account Balance ☐		$

Continue

8) If you click on **Payment Toward Specific Institution Balances**, you may choose the part of the balance to pay toward. For example, the balance below shows the specific charge on the Metro State account: payment for the *GO-TO College Bus Pass*. Choose to either **Pay Account Balance** (check box) or **Pay Other Amount** by entering the partial payment in dollars and cents and click **Continue**.

Make a Payment on Account

Choose ONE Payment Option from the following choices:

Payment Options	Payment Toward Specific Institutions	Payment Toward Specific Charges

Payment Toward Specific Charges ⓘ

Metropolitan State University

Term	Category	Account Balance	Pay Account Balance	OR	Pay Other Amount
2020 Spring	GO-TO COLLEGE BUS PASS	$ 64.00	☐		$ _____

Continue

> Either click the **Pay Account Balance** box or enter in **Pay Other Amount**

9) You will see the screen below to Confirm Payment on Account. You will see the institution, term, category, and amount. You have a choice in payment methods: **Pay by e-Check** or **Pay by Credit/Debit Card** (See Step 11 and 12 for descriptions). Then click **Pay Now**.

Confirm Payment on Account

Please confirm the payment choices that you have made as shown below.

To complete this payment, select your payment preference (e-Check or Credit/Debit Card, as applicable), then click Pay Now.

Institution	Term	Category	Payment to be Applied
Hennepin Technical College	2020 Spring	TUITION	$ 298.44
Total to be applied			**$ 298.44**

Pay by e-Check ○ (USBank will require entry of all eight digits of the Student ID **00000000** for verification)
Pay by Credit/Debit Card ○

Pay Now

Clicking the Pay Now button above will open a new browser window and will direct you to the US Bank payment site for online payment.

If you are paying with a Debit (Check) Card, be advised that many banks have a daily limit on the amount that may be paid from these cards. If you have any questions, check with your individual bank for specific rules on your account.

Within the US Bank site, payments made including schools other than the one you are currently logged into will note that payment is being made to Minnesota State Colleges and Universities.

If you have billing and payment questions, please call: **(952) 995-1300**.

Return to Make a Payment on Account.

Return to Bills and Payment Home

10) Choosing **Pay by e-Check** (electronic check), allows you to pay the balance directly from a specific bank account. Click the radial button next to **Pay by e-Check**. You will need your banking institution's routing number and bank account number to continue with this process. Click **Pay Now**. It will bring you to the screens below:

Payment On Account
Please direct questions on charges or payments to your college or university business office

Make a Payment

My Payment

your student account	
Amount Due	$ 298.44
Student Name	Jane Smith
Payment To	Minnesota State Colleges and Universities

Payment Information

Frequency	One Time
Payment Amount	$ 298.44
Payment Date	Pay Now

> This payment is a one-time payment of the total indicated. Make sure the payment is correct before moving forward.

Contact Information

First Name	
Last Name	
Company	(Optional)
Address 1	
Address 2	(Optional)
City/Town	
State/Province/Region	
Zip/Postal Code	
Country	
Phone Number	
Email Address	

> Enter in student information with first/last name, mailing address, country, phone number and email address.

Payment Method

Sample Check
123 Main St.
Anytown, MO 12345   1215

DATE_____

PAY TO THE
ORDER OF _____ $ _____

_____ DOLLARS

MEMO_____

⑆ 123456780 ⑆ 055 11111111 ⑈ 001215 ⑈

Bank Routing Number | Bank Account Number | Check Number (not required)

Personal Check | Business C...

Bank Routing Number | [ ]
Bank Account Number | [ ]
Bank Account Type | ⦿ Checking   ○ Savings
    ☐ This is a business account

Click **Continue** to move forward.

[Continue] Cancel

Bank Routing Number is a specific 9-digit number that equals an address for your bank. It is used for electronic transactions.

Bank Account Number is a 10-12 digit number that identifies your personal bank account.

Bank Account Type: Type of account Checking or Savings account

---

11) If you would like to use a Credit or Debit card for your payment, choose the radial button next to **Pay by Credit/Debit Card** (see Step 10). You will have the same information to provide until the Payment Method section. Here you will provide: Card Number, Expiration Date (month/year), Card Security Code (3-digit number on back of card), and your Billing Address. Click **Continue** when complete.

Payment Method

Card Number | [ ]   DISCOVER MasterCard VISA
Expiration Date | Month ∨   Year ∨
Card Security Code | [ ]   [?]
Card Billing Address | ⦿ Use my contact information address
    ○ Use a different address

Click **Continue** to move forward.

[Continue] Cancel

Credit Card Number is a specific number for your type of credit card. Double & triple check that the numbers are correct. *HTC does NOT accept American Express.*

Expiration date is the month/year that your card expires.

Card Security Code: 3-digit security code located on the back of your credit/debit card.

Card Billing Address is the billing address for the card holder (may use contact address entered or enter different address.

---

12) You will see a message: **Payment Successful**. This will also include a summary of the payment information along with a confirmation number of the transaction. Please keep this for your records by printing or saving a screen shot of the receipt.

13) When you exit the window after payment, you will see the following message:

Thank You

Payments (check or credit card) will normally be applied to your college/university account immediately. You may review your account by returning to your school's website.

If payment is not reflected on your account after 3 hours, please contact your school's Business Office.

All Questions on charges and payments should be directed to your school's Business Office. After hours, questions may be addressed by calling 1-877-GO MNSCU (1-877-466-6728).