

Step 1: Open web browser: my.fhtc.edu

Step 2: Enter your FHTC Username and Password. Click Login.

The screenshot shows the top navigation bar of the FHTC website. The 'FHTC username' and password fields are circled in red. The 'Login' button is also visible. Below the navigation bar, there are links for 'Home', 'Admissions', and 'Academics'. The main content area shows 'My FHTC' and 'All My Courses' with a 'Current Courses' dropdown menu.

Step 3: After logging in, click on the Students Tab. **Step 4:** Click on the Account Information Link.

The first screenshot shows the 'Students' tab circled in red in the navigation bar. The second screenshot shows the 'Account Information' link circled in red in the 'Students' sub-menu.

Step 4: Click on the Course and Fee Statement Link.

The screenshot shows the 'Account Information' page. The 'Course and Fee Statement' link is circled in red. A blue arrow points from the 'Statement of Account' link to the 'Course and Fee Statement' link.

Step 5: Click on Generate my Course and Fee Statement. This process will pull all current charges and receipts into the report to be viewed.

The screenshot shows the 'Statement of Account - Course and Fee Statement' page. The 'Generate my Course and Fee Statement' button is circled in red. A blue box contains the text: 'This statement may not include all transactions to date; therefore, may result in a different ending balance than you see on My Account Balances. Please check with the Business Office for additional details.'

Step 6: Click on View my Course and Fee Statement. This step will allow you to view, or print, your statement as a .pdf file.

You are here: [Students](#) > [Account Information](#)

The screenshot shows the 'Account Information' page. On the left is a navigation menu with 'Students', 'Home', 'Account Information', 'Advising', 'Financial Aid', 'Quick Links', 'My Pages', and 'FHTC Website'. The main content area has a blue header 'Account Information' and a sub-header 'Statement of Account - Course and Fee Statement'. Below this is a breadcrumb trail 'Statement of Account > Course and Fee Statement'. A blue box contains the text: 'This statement may not include all transactions to date; therefore, may result in a different ending balance than you see on My Account Balances. Please check with the Business Office for additional details.' At the bottom, the link 'View my Course and Fee Statement' is circled in red.

Step 7: Click on Account Balances Link.

The screenshot shows the left navigation menu with 'Account Information' selected.

The screenshot shows the 'Account Information' page with 'Business Office Information' selected. It displays office hours, contact information, and a federal ID number. At the bottom, the link 'My Account Balances' is circled in red.

Step 9: Click on the Make a Payment Link.

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The screenshot shows the left navigation menu with 'Account Information' selected.

The screenshot shows the 'Account Information' page with 'Statement of Account - My Account Balances' selected. It displays a table of account balances with a 'Grand Total' of \$2.00 Credit. The link 'Make a Payment' is circled in red.

Step 8: Enter the amount to be paid and click Submit.

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The screenshot shows the left navigation menu with 'Account Information' selected.

The screenshot shows the 'Account Information' page with 'Statement of Account - Pay on My Account' selected. It displays the 'Amount To Pay' input field, which is circled in red, and 'Submit' and 'Cancel' buttons.

Step 9: Select either Credit Card or E-check option and click Continue. You will need to have your credit card or bank account information in order to complete the payment.

You are here: [Students](#) > [Account Information](#)

The screenshot shows the left navigation menu with 'Account Information' selected.

The screenshot shows the 'Account Information' page with 'Statement of Account - Payment Method' selected. It displays the 'Credit Card' radio button, which is circled in red, and a 'Continue' button.

Step 10: Fill out the required fields for Credit Card or E-check payment and click Continue.

Step 11: Verify all information is correct and click Continue.

Nelnet payment plan <http://mycollegepaymentplan.com/fhtc/>

Finance policy <https://fhtc.edu/web/site/pay-classes>