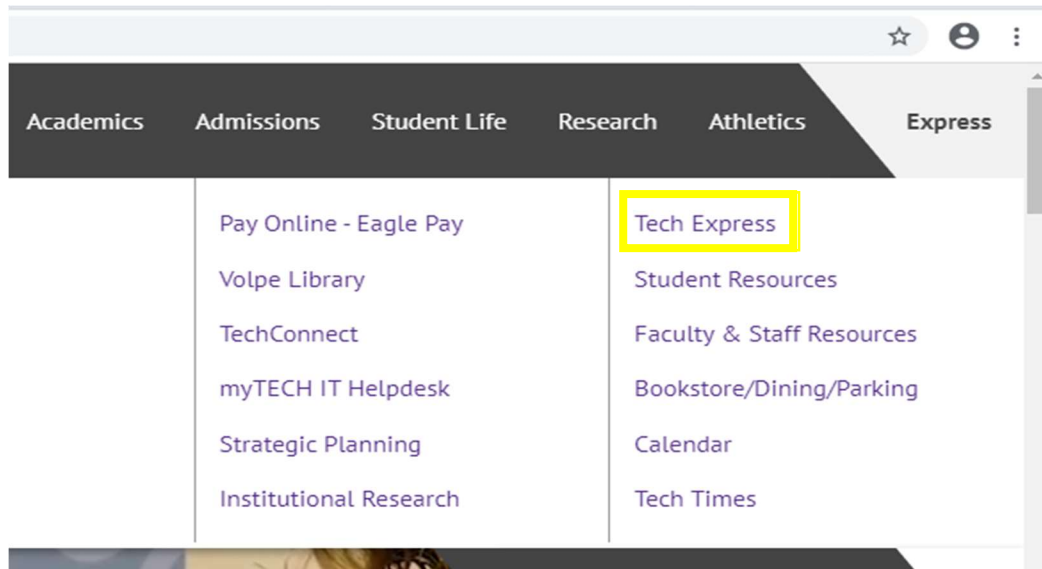


## How to Pay With an eCheck (ACH)

1. Visit the Tennessee Tech Website Homepage

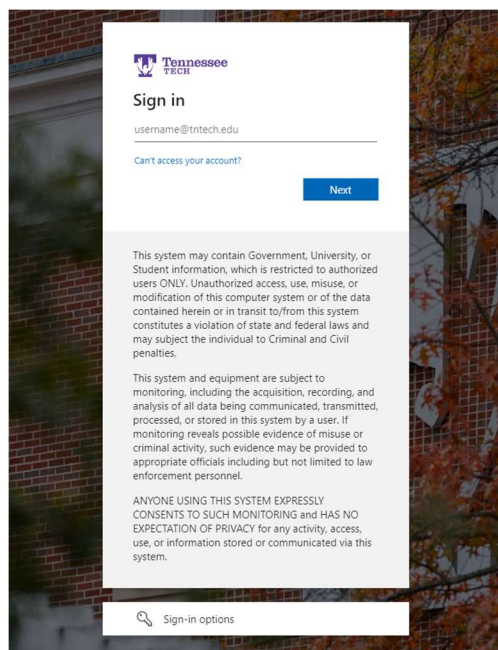
a. <https://www.tntech.edu>

2. Move your cursor to the express tab in the top right corner and select “Tech Express”

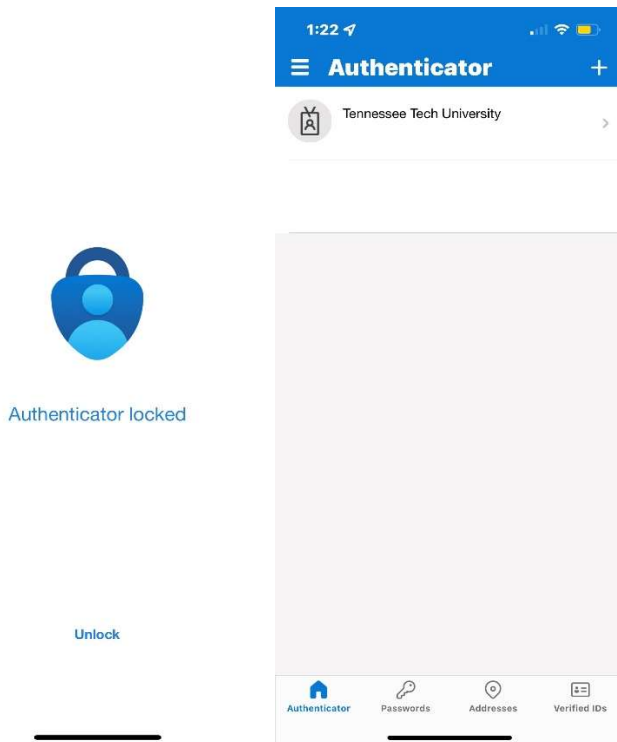


3. Login to Tech Express using your Username and Password

Note: Username is the first portion of your student email (jasmith42)

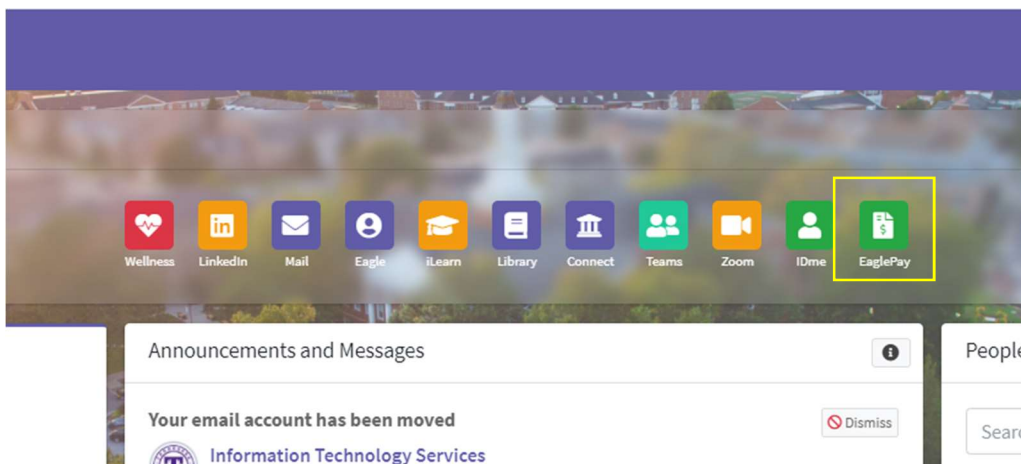


Note: After signing in to Tech Express it will prompt you to use your Mobile Authenticator App



After using the Mobile Authenticator, it will take you to the next page you see below.

4. Select the "Eagle Pay" icon in the QuickLinks toolbar of Tech Express.



5. Select *Make Payment*

The screenshot shows the Eagle Pay website interface. At the top, there is a purple navigation bar with the Eagle Pay logo and menu items: My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. Below the navigation bar, there are two main sections. On the left is an 'Announcement' box with a red header 'Spring 2014 Important Dates and Information' and a welcome message. On the right is the 'Student Account' section, which displays the account ID (redacted), the current balance of \$1,986.15, and three buttons: 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. The 'Make Payment' button is highlighted with a yellow box.

6. You can then pay the full balance, pay by term, pay by line item, or select an amount you would like to pay. Once you have made this selection select *Continue*

The screenshot shows the payment selection screen. At the top, there are four icons representing the steps: Amount, Method, Confirmation, and Receipt. Below the icons, there is a 'Payment Date' field set to 4/4/19. The main section contains four radio button options: 'Current account balance', 'Amount due', 'Pay by term', and 'Pay by line item'. The 'Pay by term' option is selected, and 'Spring 2019' is chosen. To the right of these options are input fields for the amount, all showing 1,986.15. Below the options is a yellow warning box: 'Paid items may appear in this list until the system has completed its payment record update.' Underneath is a search bar and a table of account items.

Description	Date	Term	Amount (\$)	Payment (\$)
Library - Item Replacement Fee	4/2/19	Spring 2019	\$50.00	50.00
Student Copying / Printing	4/2/19	Spring 2019	\$0.15	0.15
Traffic Fines	3/15/19	Spring 2019	\$25.00	25.00
Traffic Fines	4/2/19	Spring 2019	\$25.00	25.00
Traffic Fines (reduced w/cans)	4/3/19	Spring 2019	\$5.00	5.00

Showing 1 to 5 of 5 entries

Payment Total: 1.986.15

7. After selecting Continue, you will choose your payment method. Select *Electronic Check (checking/savings)* then select *Continue*

The screenshot shows a web interface for making an account payment. At the top is a purple navigation bar with a home icon and links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. Below this is the 'Account Payment' section. A progress bar consists of four circular icons connected by a line: a dollar sign for 'Amount', a check icon for 'Method', a thumbs up for 'Confirmation', and a receipt icon for 'Receipt'. Below the progress bar, the 'Amount' field is pre-filled with '\$1,986.15'. The 'Method' field is a dropdown menu currently showing 'Electronic Check (checking/savings)'. To the right of these fields are three buttons: 'Back', 'Cancel', and 'Continue'. At the bottom of the form, there is a note: 'Electronic Check - Payments can be made from a personal checking or savings account.'

8. If you have previously saved an electronic check payment method, you will be able to select this saved method now. If not, you will be prompted to enter in your account information. Your account and routing numbers can be found at the bottom of a check.

**Be careful as entering this information incorrectly will cause your payment to be returned. This will incur a \$30 returned check fee on your student account**

You can select to use this payment method as a direct deposit account to receive future refunds if you would like. Once you have finished filling out this information, select *Continue*

## Account Payment



### ACH Payment Agreement

I hereby authorize **Tennessee Tech University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$30.00** return fee will be added to my student account.

Name:



Address:



Depository:



Routing Number:



Account Number:



This agreement is dated 04/06/2020 14:13:02 PM CDT.

For fraud detection purposes, your internet address has been logged: 174.80.46.71 at 04/06/2020 14:13:02 PM CDT

**Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.**

To revoke this authorization agreement you must contact: **bursar@tntech.edu**

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

Print Agreement

Cancel

Continue

9. A window with the ACH Payment Agreement will pop up. Please read this screen carefully. Once you have read and understand the terms and conditions, select *I Agree*. Then select *Continue*

10. You will then be taken to a confirmation screen. Follow the on-screen instructions and continue.

11. You will then be taken to the receipt screen. Please save this information for your files. You will also receive a notification email informing you of your payment.