

TO SIGN UP FOR DIRECT DEPOSIT

Log onto **EAGLE ON-LINE** at: <http://www.tntech.edu/>

From the *Quicklinks* drop down box, choose: **Eagle Online**

Choose desired term

Click on: ***Enter Secure Banner Web Self Service***

Provide User ID and PIN numbers

Click on:

From the **Main Menu**

Click the following links: **Student**

Student Account

Choose: ***Sign up for Direct Deposit***

This will direct you to the payment site

Choose:

Click on: **Payment Profile**

Using the drop down box, choose electronic check (checking/savings) as the payment type:

Add a Payment Method

Click on:

Complete the **Bank Account Information** page---***see back of this page for example***

Be sure to check **Refund Option** at the end of this page to indicate that you would like any available refunds/excess aid to be deposited into this account.

Click on: to complete sign up

If the system requests you to correct any invalid entries on this form, be sure **Refund Option** checked again before saving.

IF YOUR BANK ACCOUNT OR BANKING INFORMATION SHOULD CHANGE IN THE FUTURE, PLEASE REMEMBER TO UPDATE THIS INFORMATION.

Bank Account Information Example:

Add Payment Method - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address https://epay.tntech.edu:8443/C20205test_tsa/tapp?Navigate=add_ach_profile.jsp&OnError=user_pay_profile.jsp&ADD_PM_TYPE=ach Go Links >>

Personal Profile **Payment Profile**

Payment Profile

You may store payment profiles by entering the account information of your preferred credit card(s) or bank account(s).

Bank Account Information

Personal accounts only - no corporate accounts. 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.

Account Nickname: (e.g. Primary Checking)

Account Type:

ABA Routing Number: [View Illustration](#)

Account Number:

Confirm Account Number:

Accountholder Billing Information

Name on Account:

Billing Address:

City:

State/Province:

Zip Code:

Refund Option Please check here if you would like refunds to be deposited into this account.

Done Internet