

## Authorized User Payment

1. As an authorized user, you will receive two emails once you have been authorized. The first email will give you your username (which will be your email address) and the login URL. The second email will contain your password for your first login. You will be required to change the password before you go any further into the system.
2. Click the URL provided in the email. This will take you to ePay. Enter your login credentials in the Authorized User area.

The screenshot shows the Tennessee Tech University Student Account Suite login page. At the top is the university logo. Below it are two main sections: 'Students and Staff' and 'Authorized Users'. The 'Students and Staff' section has a red asterisk indicating required information, followed by input fields for 'University ID' and 'PIN', and a green 'Login' button. The 'Authorized Users' section has a description of the login process, input fields for 'E-mail' and 'Password', and a green 'Login' button. To the right of these sections is a 'Welcome' message and a list of 'Student Account Suite Features' including 'Student Account Center', 'E-Billing', and 'Payment Plan Management'. A yellow box at the bottom left of the 'Authorized Users' section contains a 'Forgot your password?' link.

**Students and Staff**

**\*Indicates required information**

\*University ID:

\*PIN:

Login

**Authorized Users**

Login for parents or others who have been granted access.

\*E-mail:

\*Password:

Login

**Forgot your password?**  
Have a temporary password [e-mailed](#) to you.

**Welcome**

Welcome to Tennessee Tech University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their University ID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [bursar@tntech.edu](mailto:bursar@tntech.edu).

**Student Account Suite Features**

**Student Account Center**

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

**E-Billing**

- View and print your billing statement.

**Payment Plan Management**

- Enroll in a payment plan so you can pay your balance in installments.

3. If you are authorized on more than one student's account, you can switch between them by clicking on *Select Student* and clicking on the student's name.
4. Click *Make a Payment*.
5. Click *Make a Payment* on the next page.
6. You can either choose to pay current account balance by term or certain charges only. When you have made your selections, click *Continue*.

Important Information | Ask for Help | Log Out |  
Logged in as: Brandon T. Rollins

**TU TENNESSEE TECH UNIVERSITY**

My Account | **Payments** | Payment Plans | eBills | eRefunds

Account Payment | Payment History

**Account Payment**

Amount	Payment Method	Confirmation	Payment Receipt
<b>Select Payment</b>			
<input type="radio"/> Current Account Balance:		\$0.00	\$0.00
<input checked="" type="radio"/> Pay by term:			
Payment date:	<input type="text" value="9/3/14"/>		
Memo:	<input type="text"/>		
<input type="button" value="Continue"/>			

7. Select the payment method of your choice. You can select either a new credit card or checking account or a previously saved payment method.
8. If you are using a new account, you will be directed to enter the account information. You can also save this payment method for future payments. When all information has been entered, click *Continue*.
9. Payment confirmation information is displayed. Check carefully to make sure information and amount to be paid is correct. Read the terms and conditions, check *I Agree*, then click *Submit Payment*.
10. A receipt page will then be displayed. The confirmation number shown on this receipt is **not** the student's schedule confirmation number.
11. Ask your student to log into Eagle Online and check their confirmation status to be sure they have been confirmed.