

# Tennessee Tech University

## Instructions for Bank Wires

(931) 372-3311 – bursar@tnitech.edu

### Access Tech Express

1. Visit the Tennessee Tech Website Homepage: <https://www.tnitech.edu>
2. Move your cursor to the Express tab in the top right corner and select “Tech Express.”
3. Log in to Tech Express using your Username and Password.

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

Note: After signing in, you will be prompted to use your Mobile Authenticator App.

### Open Eagle Pay

4. After completing Mobile Authentication, select the “Eagle Pay” icon in the QuickLinks toolbar.

### Select Bank Wire Payment Method

5. Select “Make a Payment.”
6. Choose to pay current account balance, amount due, by term, or by specific line item. Then select Continue.
7. From the Method drop-down list, select “Bank Wire” and select Continue.

### Enter Wire Transfer Information

8. Begin typing the country you are paying from. Select the correct country and select Continue.
9. Enter your name, address, city, country, and select the currency if more than one option is available. Complete all required fields and select Continue.
10. Review the Guaranteed Exchange Amount and service fee information. Select “Accept” to generate the official Bank Wire Instructions.
11. Take the Bank Wire Instructions to your bank and complete the transfer within three business days.
12. Your payment will be posted to your student account once cleared funds are received from your bank.

**Important Information**

You may pay using bank wire transfers from your home country in your local currency. Your bank may charge additional wire transfer fees. These service and wire fees are non-refundable and are not applied to your student account.

To complete a bank wire payment:

- a. Fill in all required information.
- b. Use the provided bank wire instructions and present them to your bank.
- c. Wire funds to Tennessee Tech University within three business days.
- d. Ensure all service and wire transfer fees are paid directly to your bank.