

# Tennessee Tech University

## How to Sign Up for a Deferred Payment Plan

(931) 372-3311 – bursar@tnitech.edu

### **Step 1**

Visit the Tennessee Tech University homepage at <https://www.tnitech.edu>.

### **Step 2**

Select the Express tab in the top-right corner and choose Tech Express.

### **Step 3**

Log in to Tech Express using your username and password. Your username is the first portion of your student email address (for example, jasmith42).

### **Step 4**

After signing in, complete the Mobile Authenticator approval when prompted. You will then be redirected to the Tech Express dashboard.

### **Step 5**

Select the Eagle Pay icon from the QuickLinks toolbar.

### **Step 6**

Select Payment Plans, then choose Enroll Now.

### **Step 7**

Select the applicable academic term.

### **Step 8**

Review the deferred payment plan description and conditions carefully, then select Continue.

### **Step 9**

Review your current account balance and the required down payment amount. Note that the \$50 service charge is not included in the displayed balance. Select Display Payment Schedule to continue.

### **Step 10**

Review the payment schedule showing the current payment and three future payments. Select Yes or No as prompted, then select Continue.

**Step 11**

Select your preferred payment method and enter all required payment information. Additional instructions are available in the How to Pay Fees guide.