

# Tennessee Tech University

## How to Set Up an eCheck (ACH) Payment Method

(931) 372-3311 – bursar@tnitech.edu

Step 1: Visit the Tennessee Tech Website Homepage

<https://www.tnitech.edu>

Step 2: Select “Tech Express” from the Express tab in the top right corner.

Step 3: Log in to Tech Express using your Username and Password.

Note: Username is the first portion of your student email (e.g., jasmith42).

Step 4: After mobile authentication, select the “Eagle Pay” icon from QuickLinks.

Step 5: Select Payment Profile.

Step 6: Under Add New Payment Method, select Electronic Check (checking/savings).

Step 7: Enter your bank account information including routing number, account number, and billing address.

Be careful: incorrect information will result in a returned payment and a \$30 fee.

Step 8: Review the ACH Payment Agreement and select I Agree.

Step 9: Your electronic check payment method is now set up and visible under Saved Payment Methods.