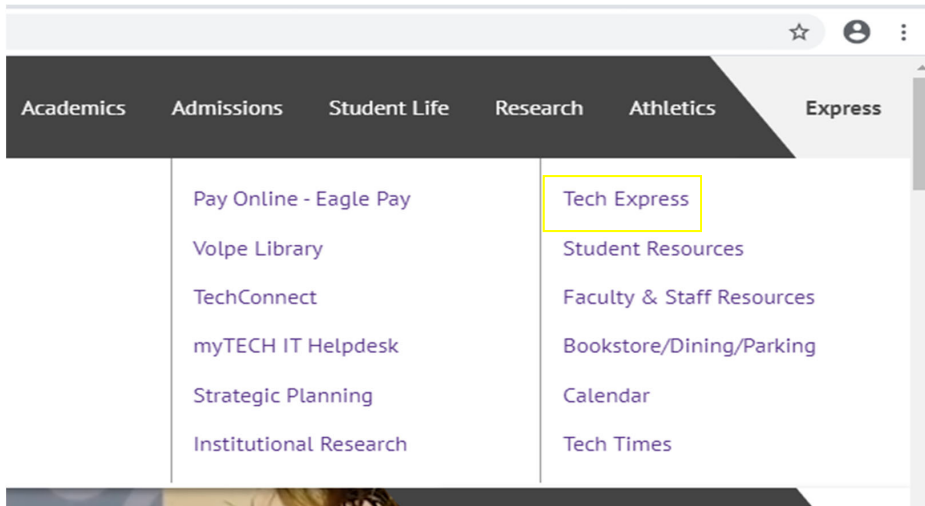


How to Make a Payment using TransferMate

1. Visit the Tennessee Tech Website Homepage
<https://www.tntech.edu>

2. Move your cursor to the express tab in the top right corner and select “Tech Express”

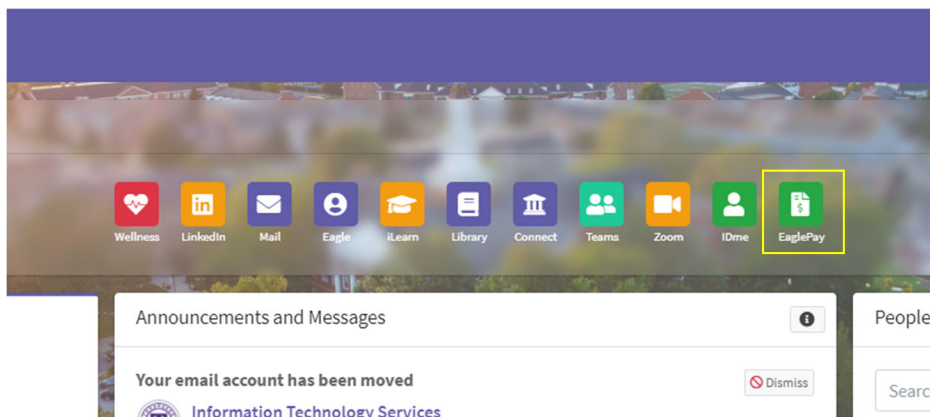


3. Login to Tech Express using your Username and Password

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

A screenshot of the IDme login form. The form has a light blue background. At the top, the text 'IDme' is displayed in a large, bold, blue font. Below this, there are two input fields: 'Username' and 'Password'. To the right of the input fields is the Tennessee Tech logo, which is a circular seal with 'TENNESSEE' at the top, 'TECH' at the bottom, and '1915' in the center. Below the input fields, there is a red text link that says 'First Time User? Click Login to Register.' At the bottom of the form, there is a large yellow button labeled 'Login'. Below the button, there are two links: 'Change Password' and 'Forgot Password'.

4. Select the “Eagle Pay” icon in the QuickLinks toolbar of Tech Express.



5. Click "Make a Payment"

The screenshot shows the 'Student Account Center' dashboard. At the top, there is a navigation bar with links: My Account, Make Payment, Payment Plans, Refunds, and Help. The main content area is divided into three columns. The left column contains an 'Announcement' section with a red-bordered box titled 'Fall 2022 Important Dates and Information' and a 'Welcome to your Student Account Center!' message. The middle column shows the 'Student Account' with ID: xxxxx4709, a balance of \$4,641.24, and a 'Make Payment' button highlighted with a yellow circle. Below this is a 'Statements' section with links to view the latest eBill Statement and 1098-T Tax statement. The right column is titled 'My Profile Setup' and includes links for Authorized Users, Personal Profile, Security Settings, Consents and Agreements, and Electronic Refunds.

6. You can choose to pay current account balance, pay the amount due or pay by term or line item. Make your selections, and click **CONTINUE**.

Account Payment

The screenshot shows the 'Account Payment' flow. At the top, there are four steps: Amount, Method, Confirmation, and Receipt. Below this, the 'Payment Date' is set to 7/26/22. The 'Select Payment Option' section has two radio buttons: 'Current Account Balance' (selected) and 'Pay By Term'. The 'Personal Note' section has a text input field. The 'Current Account Balance' section shows the payment amount of \$4,641.24. The 'Payment Total' is \$0.00.

Amount Method Confirmation Receipt

Payment Date: 7/26/22

Select Payment Option

☒ Current Account Balance
\$4,641.24

☐ Pay By Term
Select which semester terms to pay

Personal Note

Enter a brief payment note

Select Payment Option

☒ Current Account Balance
\$4,641.24

☐ Pay By Term
Select which semester terms to pay

Current Account Balance

Enter payment amount and click 'Add' to include in the payment total.

Student Account | \$4,641.24

\$ 4,641.24 Add

Personal Note

Enter a brief payment note

Payment Total \$0.00

- Click on the drop down box next to "Method". Select "TransferMate INTL" at the end of the menu, and click **CONTINUE**.

Account Payment

Amount: \$4,641.24

Method: * Select Method

* Indicates required information

Back Cancel Continue

*Credit card payments are processed by Western Union Business Solutions. A non-refundable service fee will be added to your payment.

Electronic Check - Payments can be made from a personal checking or savings account.

Bank Wire - We accept payments in your local currency or US \$ through Western Union Business Solutions. WESTERN UNION® is a registered service mark of Western Union Holdings, Inc. and is used with permission.

- Once the screen refreshes, follow the prompts and enter the information required in order to confirm and complete your Transfermate payment.

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