

Authorized User Payment

If you are not already an authorized user on the student's account, please visit the following link:
https://www.tntech.edu/bursar/files/How_to_create_an_authorized_user.mp4

This will provide a video tutorial with step by step instructions on how to create an authorized user

1. In order to make a payment as an authorized user, visit the Tennessee Tech Bursar web page

<https://www.tntech.edu/bursar/>

2. There are 2 links on this main webpage that you can select:

a.

The screenshot shows the Tennessee Tech Bursar Office website. On the left is a navigation menu with the following items: Bursar Office, Staff, Deadlines, Tuition & Fees, Confirm Enrollment, Payments, Tax Information, Refunds, Tutorials & Frequently Asked Questions, Campus Department Resources, and Bursar Departments. On the right is a yellow notification box titled "Bursar's Office COVID-19 Modified Hours". The text in the box states that the university is monitoring the coronavirus outbreak and has modified office hours to Tuesdays and Thursdays from 8:00AM to 3:30PM. It encourages online payments through Eagle Pay. Under the "Make Payments Now:" section, "Authorized Users Eagle Pay" is circled in purple with a yellow arrow pointing to it. Below that, under "Tutorial Videos:", there is a link for "How to make payments online". At the bottom of the box, it provides an email address: bursar@tntech.edu.

Or

b. Scroll about half way down the web page until you see the “Students/Parents/Staff” box

STUDENTS	PARENTS	STAFF
		
<ul style="list-style-type: none">• Confirm Enrollment• Information Release• Make a Payment• Upcoming Deadlines• Tuition & Fees• Tax Information & Forms	<ul style="list-style-type: none">• Authorized User Login• Authorized User Sign Up Instructions• Authorized User Payment Instructions• About Refunds• Bursar Departments• Frequently Asked Questions	<ul style="list-style-type: none">• Web Departmental Deposits Login• MarketPlace Administration Login• MarketPlace Mall• Receipt System Login• Receipt System Reports

3. Both links will take you to the Eagle Pay login screen for authorized users:



Eagle Pay login:

Login for parents or others who have been granted access.

Email:

Password:

[Forgot Password](#)

Forgot your password? Have your student delete your authorized user profile and re-enter.

Enter your selected email and password

4. 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

5. Click **Make a Payment**

6. Click **Make a Payment** on the next page

7. You can either choose to pay current account balance by term or certain charges only.

Once you have made your selections, click **Continue**

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

Account Payment

Amount	Payment method	Confirmation	Payment Receipt
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Select Payment

Current account balance:

Amount due:

Payment date: 5/26/17

Memo:

Continue

8. Select the payment method of your choice

You can select a new credit card or checking account, or you can choose a previously saved payment method.

9. 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**

10. Payment confirmation information is displayed. Please check carefully to make sure information and amount to be paid are correct.

Read the terms and conditions carefully and check **I Agree**

Then click **Submit Payment**

11. A receipt page will be displayed. The confirmation number shown on this receipt is **NOT** the student's schedule confirmation number.

12. Ask your student to log into Eagle Online and check their confirmation status to be sure they have been confirmed.

To check confirmation status in Eagle Online:

>Log in

>Select Student

>Select Registration

>Select View Registration Times, Advisor, Campus Box, Confirmation Information

>Select the appropriate Term