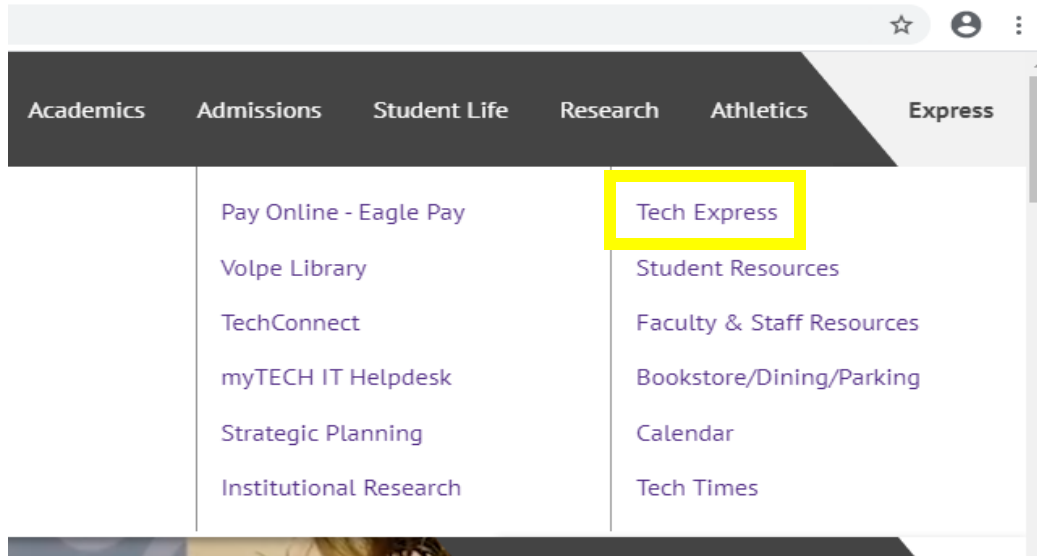


How to Pay an Installment on Payment Plan

1. Visit the Tennessee Tech Website Homepage

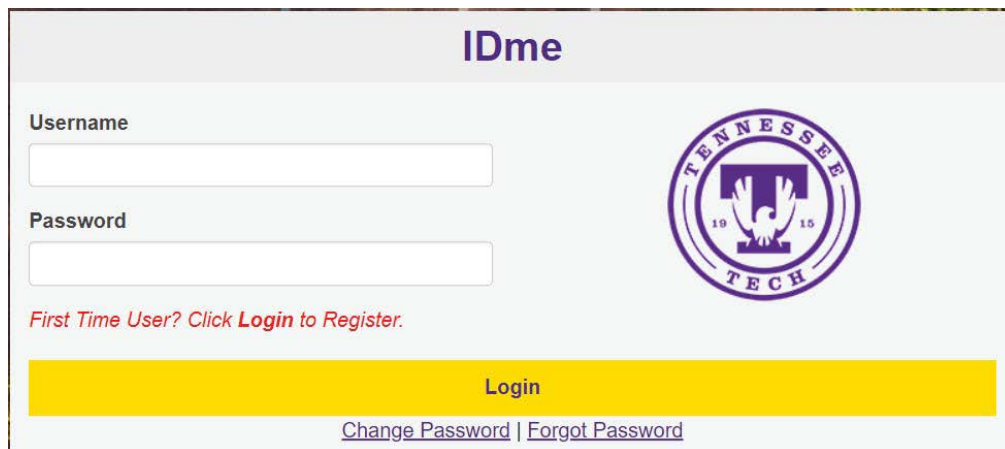
a. <https://www.tntech.edu>

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

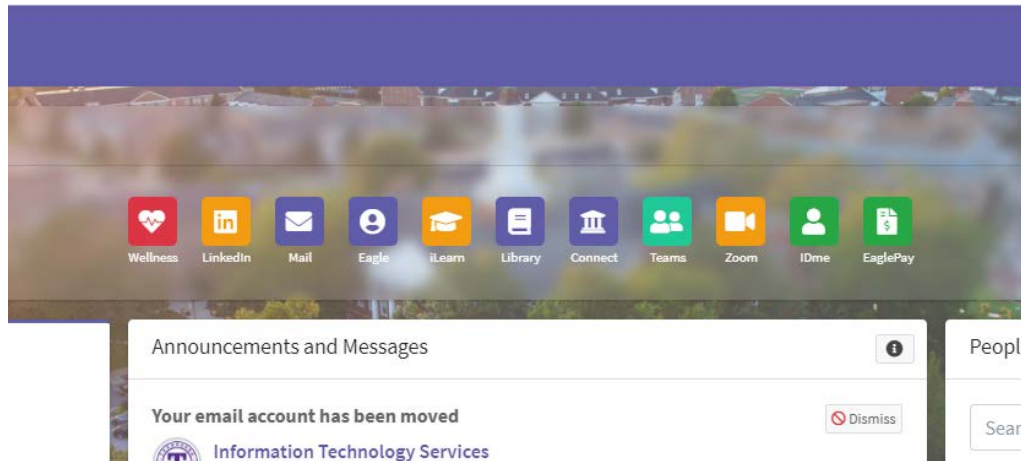


3. Login to Tech Express using your Username and Password

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

A screenshot of the IDme login page. The page features a light blue background with the IDme logo at the top center. Below the logo, there are two input fields: one for Username and one for Password. To the right of the input fields is the Tennessee Tech logo, which is a circular emblem with 'TENNESSEE' at the top, 'TECH' at the bottom, and '19' and '15' on either side of a central figure. Below the input fields, there is a red link that says "First Time User? Click Login to Register." At the bottom of the page, there is a yellow button labeled "Login" and two links: "Change Password" and "Forgot Password".

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



5. In the center of the page, click on payment plan for current term.

Student Account		ID: xxxxx6411
Balance		\$11,099.17
Estimated Financial Aid		\$8,616.00
Balance Including Estimated Aid		\$2,483.17
Payment Plans		
TEST Payment Plan 201710		\$2,483.17
Charges Not Included in Plan		\$0.00

Buttons: [Make Payment](#) [View Activity](#)

6. On the next page, click on **Pay Next Installment** Payment Plans

Available Payment Plans

You are currently enrolled in a payment plan for the current term.

Currently Enrolled Plans

You are currently enrolled in this payment plan. To pay an installment or other partial plan amount, please go to Payments .

Plan Name:	TEST Payment Plan 201710 View Agreement						
Enrolled by:	[Redacted]						
Term:	Spring 2017						
Enrollment date:	6/16/17						
Payoff amount:	\$2,483.17 Pay off Plan						
Installment	Amount Due	Due Date	Status	Payer	Payment date	Payment method	Action
TEST Payment Plan 201710 -- Installment 1 of 3	827.64	6/16/17	Unpaid				Schedule
TEST Payment Plan 201710 -- Installment 2 of 3	827.64	6/19/17	Unpaid				Schedule
TEST Payment Plan 201710 -- Installment 3 of 3	827.89	9/28/17	Unpaid				Schedule

[Pay Next Installment](#)

7. Select the ***payment method of your choice***. You can select either a new credit card or checking account or a previously saved payment method

8. Payment confirmation information is displayed. Check carefully to make sure information and amount to be paid is correct. Read the terms and conditions, check I Agree, then click Submit Payment.

A receipt page will then be displayed

