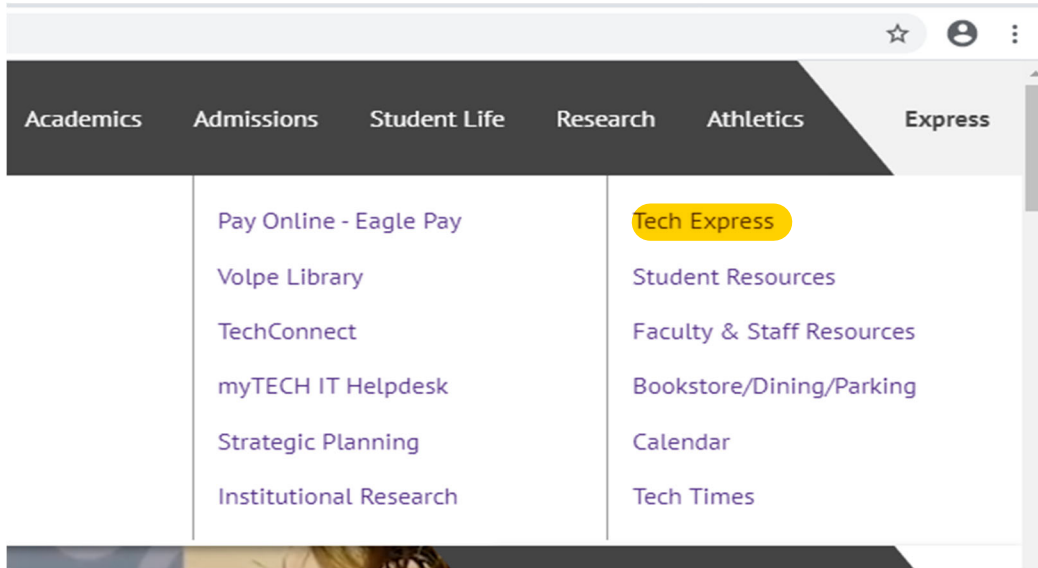


# Instructions for Bank Wires

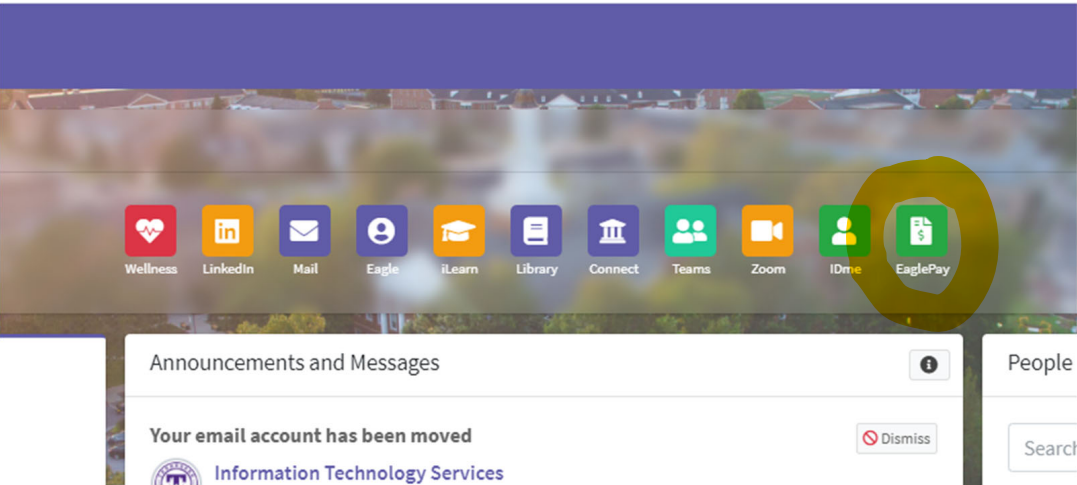
1. Visit the Tennessee Tech Website Homepage
  - a. <https://www.tntech.edu>
2. Move your cursor to the express tab in the top right corner and select "Tech Express"



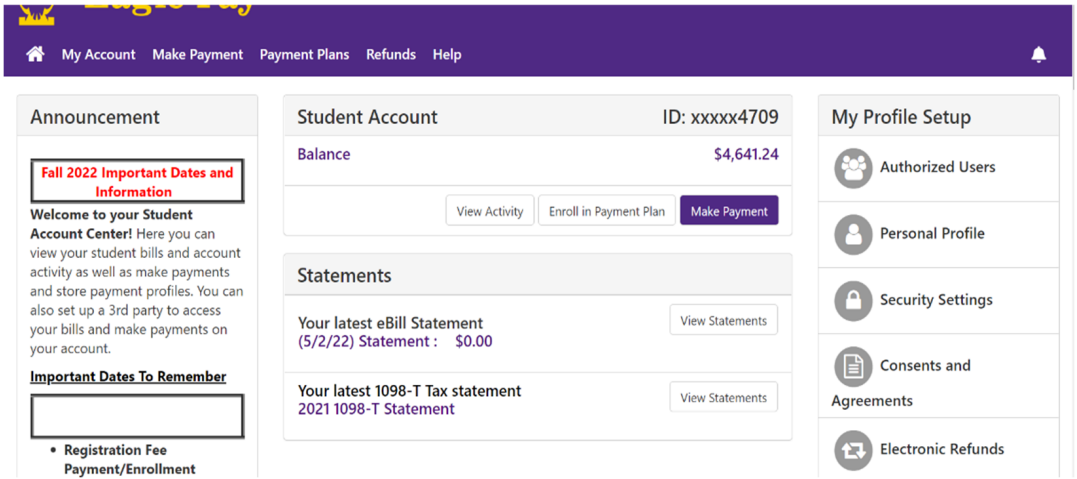
3. Login to Tech Express using your Username and Password  
Note: Username is the first portion of your student email (jasmith42)

A screenshot of the IDme login form for Tennessee Tech. 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 these fields is the Tennessee Tech logo, which is a circular seal with 'TENNESSEE' at the top, 'TECH' at the bottom, and a central emblem featuring a torch and the year '1848'. 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 with the text 'Login' in black. Below the button, there are two blue text links: 'Change Password' and 'Forgot Password'.

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





5. Click “Make a Payment”





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

## Account Payment









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


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





 My Account    My Profile    Make Payment    Payment Plans    Refunds    Help   

## Account Payment









\* Indicates required information

Amount: \$4,641.24

Method:\*

Select Method

Select Method

Credit Card

Credit Card via PayPath

Other Payment Methods

TransferMate INTL

Electronic Check (checking/savings)

Bank Wire

Back

Cancel

Continue

\*Credit card payments are h

ce. 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.

8. Once the screen refreshes, start typing the country you are paying from in the box in the middle of the screen. A listing of countries will begin to appear. Make your selection, and click **CONTINUE**.

Term:	201910
Payment Amount:	\$184.91 USD

**Country**

Country you are paying from:

**Bank Wire**

Pay with bank wire transfers from your home country, in your local currency. Your payment will be posted to your student account when cleared funds are received from your bank. Your bank may charge a fee for wire transfers. Please pay your bank separately for any wire fees. To pay by bank wire, follow the steps below:

**Step One** Fill in the information required on the next page.

**Step Two** Use bank wire transfer instructions and present to your bank.

**Step Three** Wire funds to Tennessee Technological University within three business days.

9. You will be asked to provide your name, address, city, country, and you will choose the currency to pay from if there is more than one choice. Complete the required fields and click **CONTINUE**.
10. The Guaranteed Exchange Amount will be provided along with information about fees. **If you click "Accept", you will be provided Bank Wire Instructions that you must take to your bank within 3 business days.** Your payment will be posted to your student account when the funds are received from your bank.

**Important Information to Note:**

You can pay with bank wire transfers from your home country, in your local currency. **Your payment will be posted to your student account when cleared funds are received from your bank.** Your bank may charge a fee for wire transfers. Please pay your bank separately for any wire fees. To pay by bank wire, follow the steps below:

- Fill in the required information.
- Use bank wire transfer instructions and present to your bank.
- Wire funds to Tennessee Tech University within three business days.
- The service fees and wire transfer fees are non-refundable and will not be applied to your student account.

Tennessee Tech University  
{931} 372-3311 bursar@tntech.edu