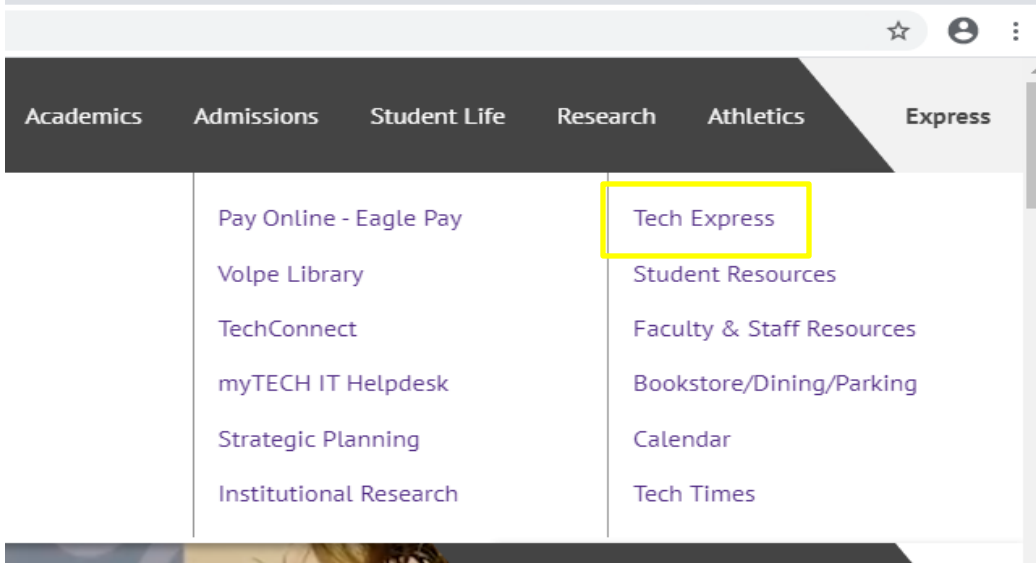


Instructions for Bank Wires

1. Visit the Tennessee Tech Website Homepage

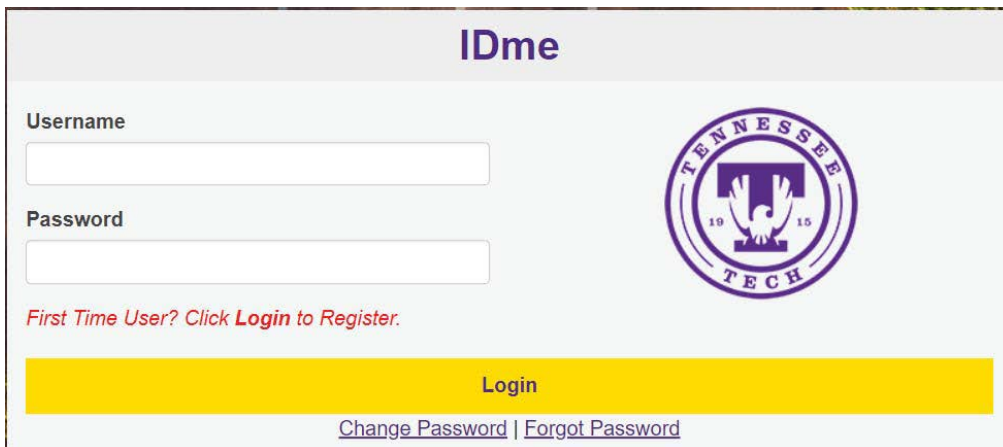
a. <https://www.tntech.edu>

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

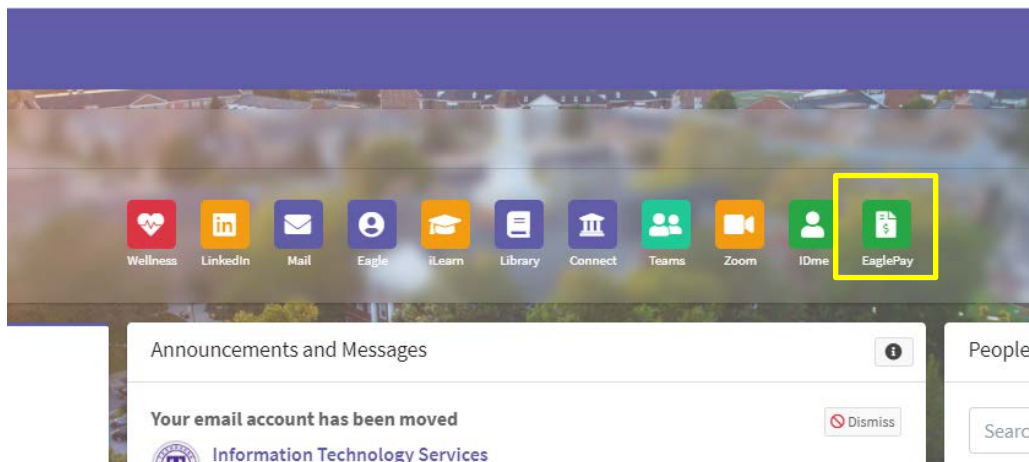


3. Login to Tech Express using your Username and Password

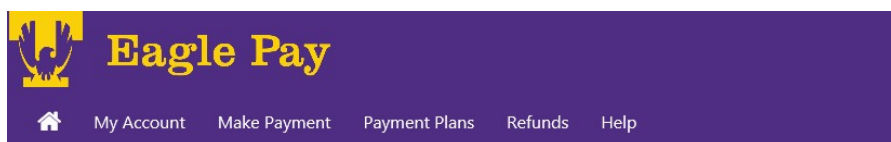
Note: Username is the first portion of your student email (jasmith42)

A screenshot of the IDme login page for Tennessee Tech. The page has a light blue background. At the top, it says "IDme" 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 "19 15" in the center. 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 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.



Select "Make Payment"

Payment Date: 6/4/19

Current account balance

Amount due

Pay by term

Summer 2019

Spring 2019

Pay by line item

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

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: China x

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.

Continue **Cancel**

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:

- a. Fill in the required information.
- b. Use bank wire transfer instructions and present to your bank.
- c. Wire funds to Tennessee Tech University within three business days.
- d. 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