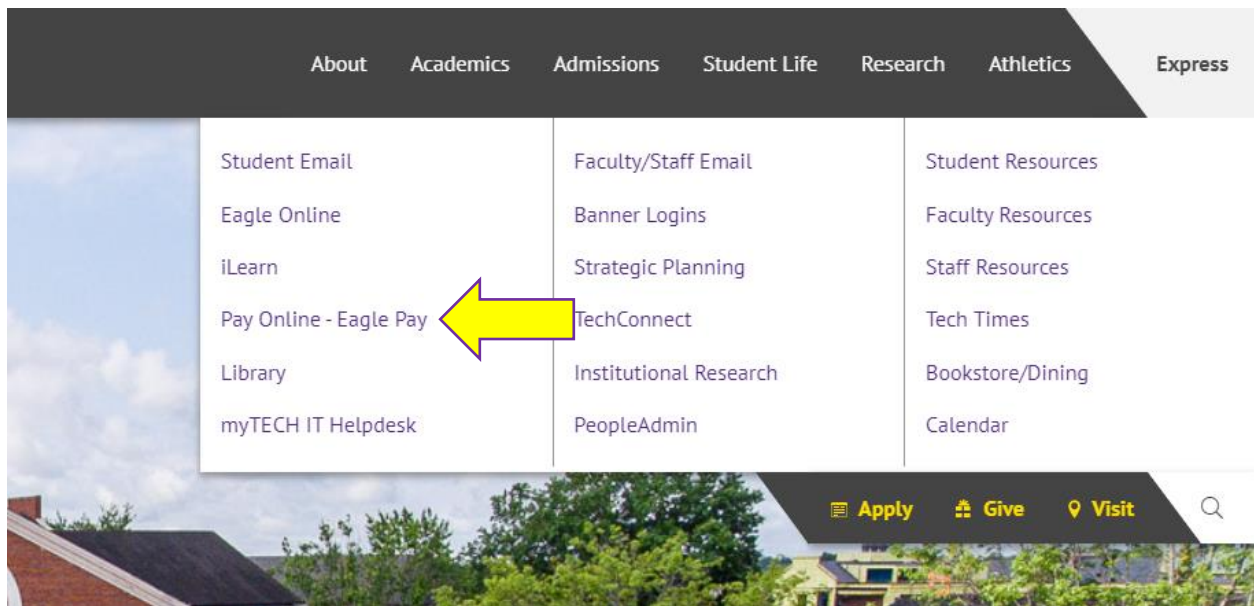


How to Pay With an eCheck (ACH)

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 “Pay Online – Eagle Pay”



3. Login to Eagle Pay 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 has a light grey background. At the top center, the word 'IDme' is written in a large, bold, purple 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 purple circle containing a white 'T' with a bird's head inside, and the words 'TENNESSEE' and 'TECH' around the perimeter, with the years '19' and '15' on either side of the bird. Below the input fields, there is a red text link that says 'First Time User? Click Login to Register.' At the bottom of the page, there is a large yellow button with the word 'Login' in black text. Below the button, there are two blue text links: 'Change Password' and 'Forgot Password'.

4. Select *Make Payment*

The screenshot shows the Eagle Pay website interface. At the top, there is a purple navigation bar with the 'Eagle Pay' logo and menu items: My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. Below the navigation bar, there are two main sections. On the left, an 'Announcement' box contains a red-bordered box with the text 'Spring 2014 Important Dates and Information' and a welcome message to the Student Account Center. On the right, the 'Student Account' section displays the user's ID (redacted) and a balance of \$1,986.15. Below the balance, there are three buttons: 'View Activity', 'Enroll in Payment Plan', and 'Make Payment', with the 'Make Payment' button highlighted in yellow.

5. You can then pay the full balance, pay by term, pay by line item, or select an amount you would like to pay. Once you have made this selection select *Continue*

The screenshot shows the payment selection screen. At the top, there are four icons representing the steps: Amount (dollar sign), Method (credit card), Confirmation (thumbs up), and Receipt (receipt icon). Below the icons, there is a 'Payment Date' field set to 4/4/19. The main section contains four radio button options: 'Current account balance', 'Amount due', 'Pay by term', and 'Pay by line item'. The 'Pay by term' option is selected, and under it, 'Spring 2019' is checked. To the right of these options are input fields for the amount, each containing '1,986.15'. Below this is a yellow warning box: 'Paid Items may appear in this list until the system has completed its payment record update.' Underneath is a search bar and a table of payment items.

Description	Date	Term	Amount (\$)	Payment (\$)
Library - Item Replacement Fee	4/2/19	Spring 2019	\$50.00	50.00
Student Copying / Printing	4/2/19	Spring 2019	\$0.15	0.15
Traffic Fines	3/15/19	Spring 2019	\$25.00	25.00
Traffic Fines	4/2/19	Spring 2019	\$25.00	25.00
Traffic Fines (reduced w/cans)	4/3/19	Spring 2019	\$5.00	5.00

Showing 1 to 5 of 5 entries

Payment Total: 1,986.15

6. After selecting Continue, you will choose your payment method. Select *Electronic Check (checking/savings)* then select *Continue*

The screenshot shows the 'Account Payment' interface. At the top, there is a navigation bar with 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. Below this is a progress indicator with four steps: Amount, Method, Confirmation, and Receipt. The 'Method' step is currently active. The amount is set to \$1,986.15. The method dropdown menu is open, showing 'Electronic Check (checking/savings)'. At the bottom right, there are three buttons: 'Back', 'Cancel', and 'Continue'.

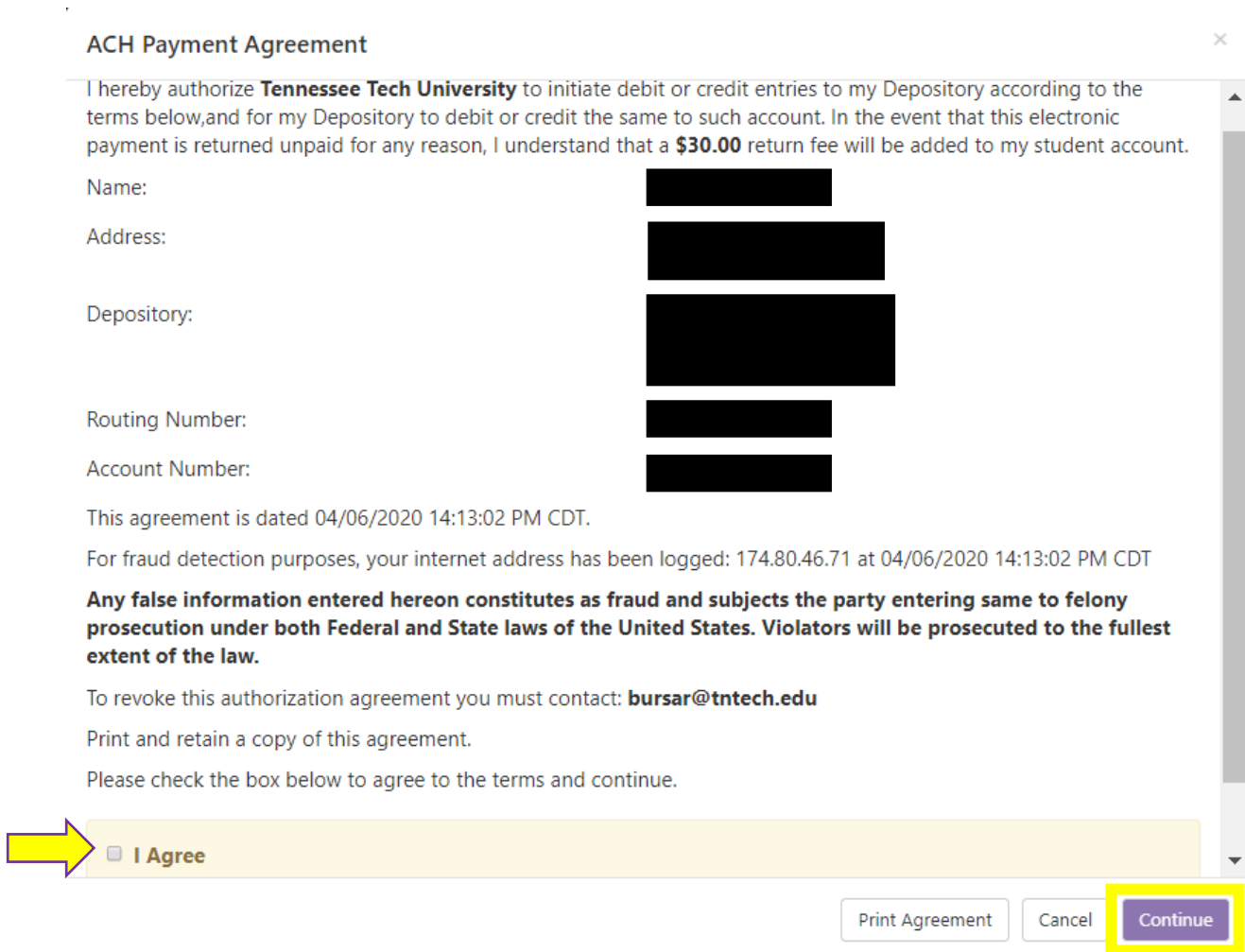
7. If you have previously saved an electronic check payment method, you will be able to select this saved method now. If not, you will be prompted to enter in your account information. Your account and routing numbers can be found at the bottom of a check.

Be careful as entering this information incorrectly will cause your payment to be returned. This will incur a \$30 returned check fee on your student account

You can select to use this payment method as a direct deposit account to receive future refunds if you would like. Once you have finished filling out this information, select *Continue*

The screenshot shows the 'Account Payment' interface with the 'Account Information' and 'Billing Information' sections expanded. The amount is \$1,986.15 and the method is 'Electronic Check (checking/savings)'. The 'Account Information' section includes a note: 'You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or travelers checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.' Below this are fields for '*Account type:', '*Routing number: (Example)', '*Bank account number:', and '*Confirm account number:'. The 'Billing Information' section includes fields for '*Name on account:', '*Billing address:', 'Billing address line two:', '*City:', '*State/Province:', and '*Postal Code:'. There is also an 'Option to Save' section with a checkbox 'Save this payment method for future use' and a text input field 'Save payment method as: (example My Checking)'. At the bottom, there is a 'Refund Options' section with a note: 'You must enroll in Two-Step Verification to save this as a Refund Method. Please proceed to Security Settings in My Profile to enroll.'

8. A window with the ACH Payment Agreement will pop up. Please read this screen carefully. Once you have read and understand the terms and conditions, select *I Agree*. Then select *Continue*



ACH Payment Agreement

I hereby authorize **Tennessee Tech University** to initiate debit or credit entries to my Depository according to the terms below, and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a **\$30.00** return fee will be added to my student account.

Name: [REDACTED]

Address: [REDACTED]

Depository: [REDACTED]

Routing Number: [REDACTED]

Account Number: [REDACTED]

This agreement is dated 04/06/2020 14:13:02 PM CDT.

For fraud detection purposes, your internet address has been logged: 174.80.46.71 at 04/06/2020 14:13:02 PM CDT

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both Federal and State laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: **bursar@tntech.edu**

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

I Agree

Print Agreement Cancel **Continue**

9. You will then be taken to a confirmation screen. Follow the on-screen instructions and continue.

10. You will then be taken to the receipt screen. Please save this information for your files. You will also receive a notification email informing you of your payment.