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 "Tech Express"
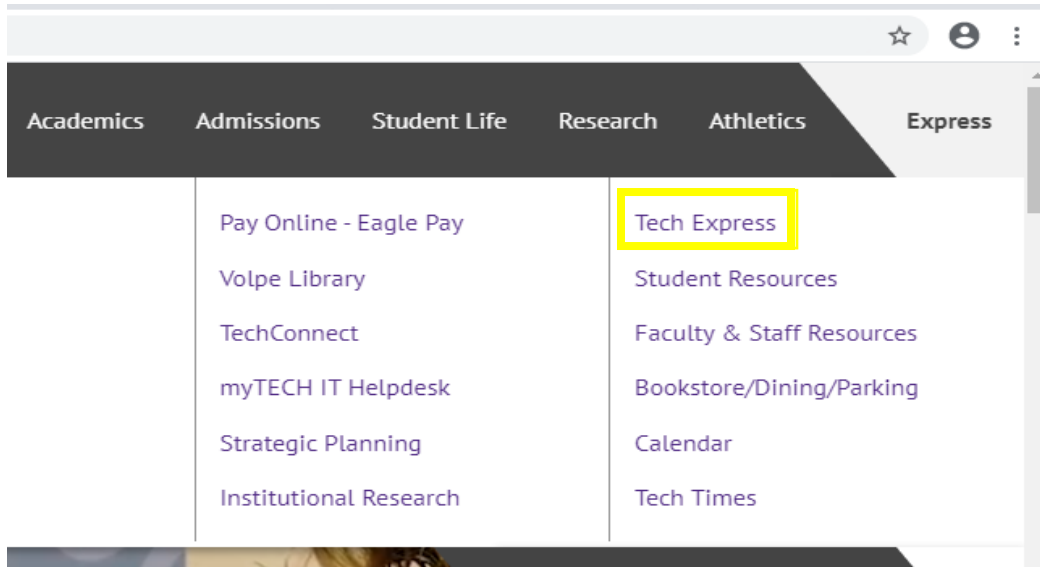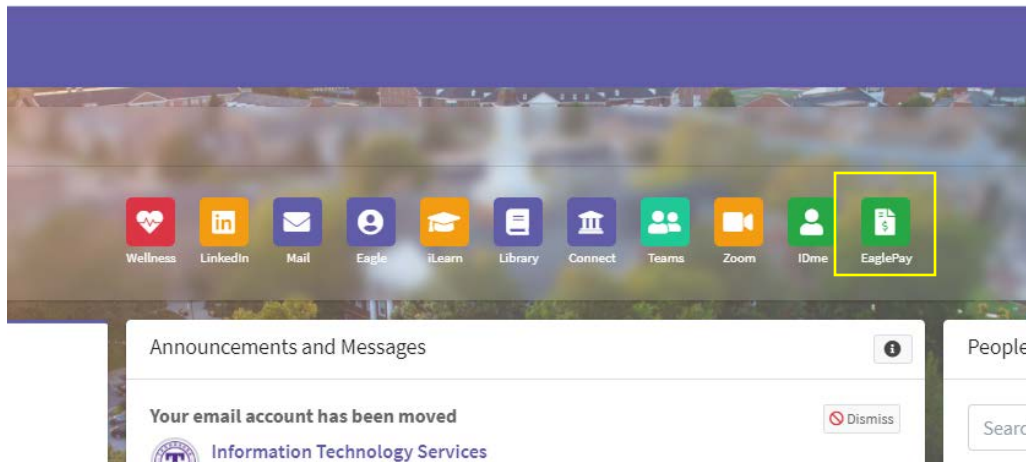
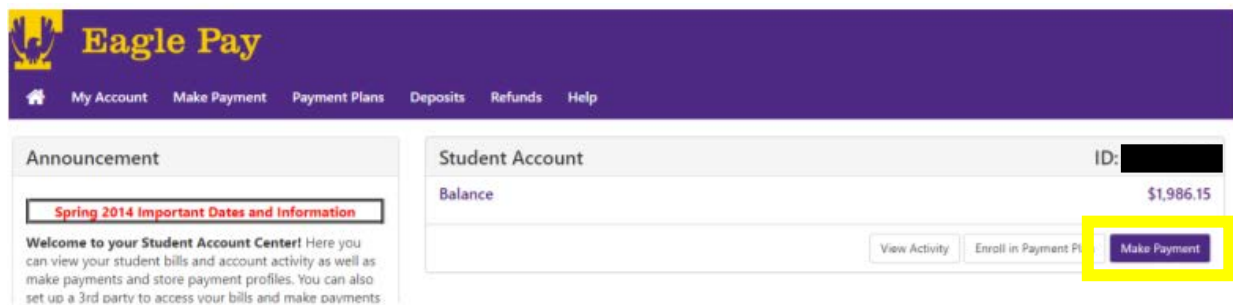

3. Login to Tech Express using your Username and Password

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

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

5. Select *Make Payment*

6. 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*

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

8. 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.

<mark>**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**</mark>

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*

Account Payment

$ Amount — ▭ Method — 👍 Confirmation — ▤ Receipt

Amount	$1,986.15
Method	Electronic Check (checking/savings) ▾

Account Information

* Indicates required fields

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.

*Account type: [Select account type ▾]

*Routing number: (Example) [ ]

*Bank account number: [ ]

*Confirm account number: [ ]

Billing Information

*Name on account: [ ]

☐ Check here for an international address

*Billing address: [ ]

Billing address line two: [ ]

*City: [ ]

*State/Province: [Select State/Province ▾]
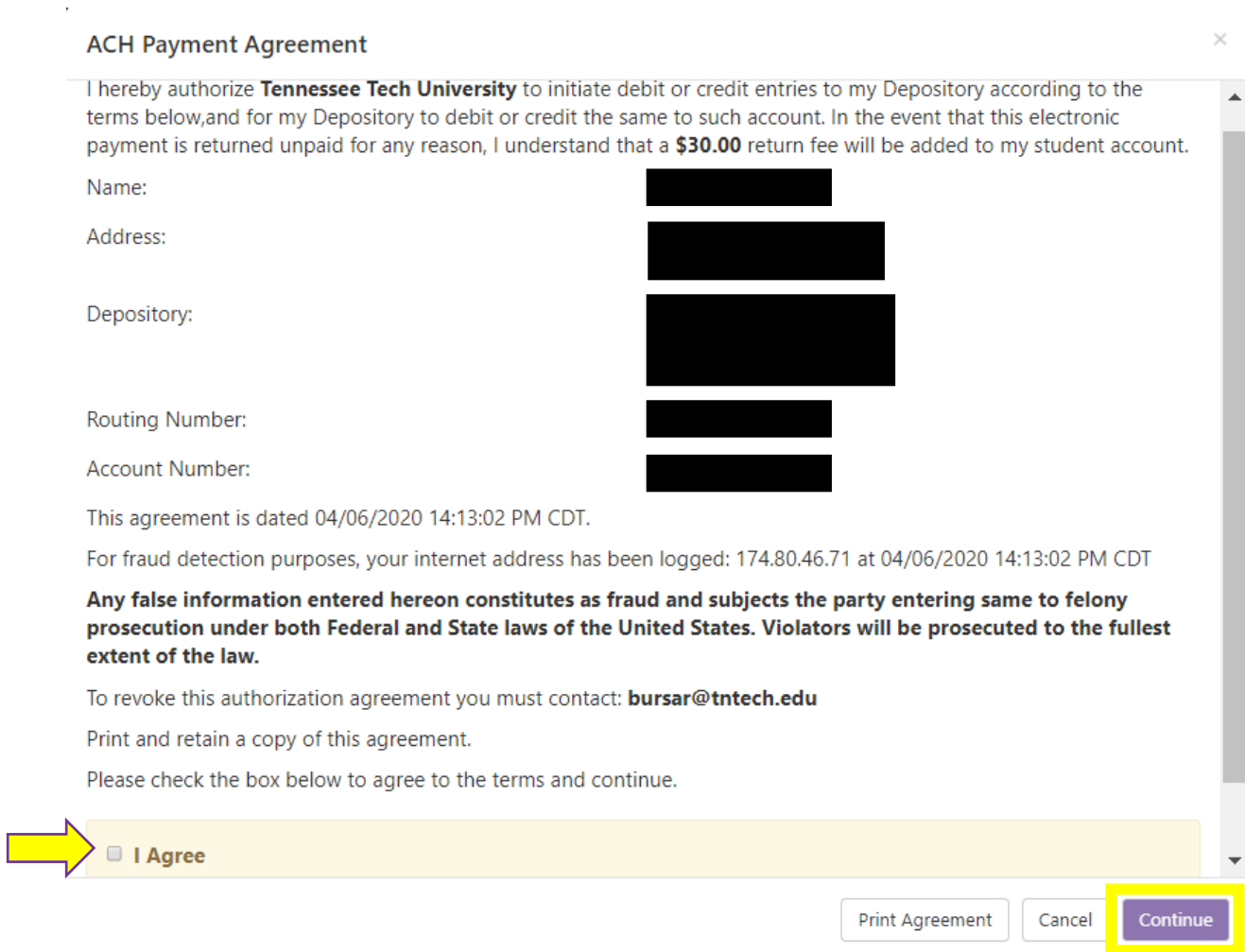
*Postal Code: [ ]

Option to Save

☐ Save this payment method for future use

Save payment method as: [ ]
(example My Checking)

Refund Options

You must enroll in Two-Step Verification to save this as a Refund Method. Please proceed to **Security Settings** in My Profile to enroll.

9. 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:

Address:

Depository:

Routing Number:

Account Number:

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

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

11. 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.