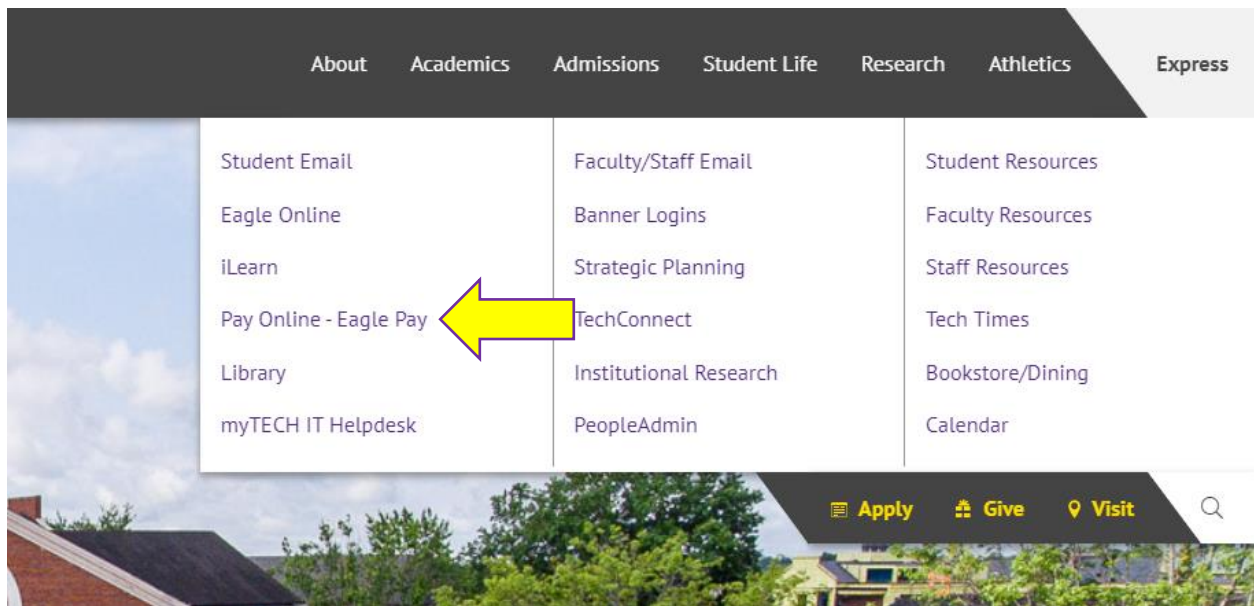


How to Set Up an eCheck (ACH) Payment Method

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 University logo, which is a purple circular emblem with 'TENNESSEE' at the top, 'TECH' at the bottom, and '19' and '15' on either side of a central 'T' with an eagle. 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 Payment Profile

The screenshot shows the Eagle Pay dashboard. At the top, there is a navigation bar with the Eagle Pay logo and links for My Account, Make Payment, Payment Plans, Refunds, and Help. The user is logged in. The main content area is divided into several sections: an announcement about Spring 2020 important dates, a Student Account summary showing a balance of \$0.00, a Statements section with links to view the latest eBill and 1098-T statements, and a My Profile Setup sidebar. The 'Payment Profile' option in the sidebar is highlighted with a yellow box.

5. You will see any currently saved payment methods. You will also see the Add New Payment Method box. Click on the dropdown box and select *Electronic Check (checking/savings)* and then *Select*

The screenshot shows the 'My Profile' page. It has three tabs: Personal Profile, Payment Profile, and Security Settings. The Payment Profile tab is active. A yellow box highlights the 'Add New Payment Method' section, specifically the dropdown menu and the 'Select' button. Below this, there is a table of 'Saved Payment Methods' and a note about Electronic Check payments.

Payment methods	Use for Refunds	Modified	Action
[Redacted]	Yes	4/6/20 13:57:19	[Icon]
[Redacted]	No	7/21/15 20:58:07	[Icon]

This is a close-up of the 'Add New Payment Method' form. A yellow arrow points to the 'Electronic Check (checking/savings)' option in the dropdown menu, which is highlighted with a yellow box. Below the form, there is a note: 'Electronic Check - Payments can be made from a personal checking or savings account.'

6. Enter in your bank account information. This includes account number, routing number, and billing address. 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*

Add New Payment Method

Method: Electronic Check (checking/savings) ▼ Select

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 traveler's 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:

*Billing address:

Billing address line two:

*City:

*State: Select State ▼

*Postal Code:

*Save payment method as: (example My Checking)

Refund Options

Only one account can be designated to receive refunds.

Check here if you would like refunds to be deposited into this account.

Cancel Continue

Electronic Check - Payments can be made from a personal checking or savings account.

7. 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**

8. You have now set up your electronic check payment method! Your new payment method is now visible under your saved payment methods.

Eagle Pay

My Account Make Payment Payment Plans Refunds Help

Logged [REDACTED] | Logout

My Profile

Personal Profile **Payment Profile** Security Settings

Your new ACH payment method has been saved.

A saved payment method securely stores the account information for a bank account. To get started, select the Add New Payment Method option on this page. When you add a bank account as a saved payment method, you can select it for direct deposit of your refunds.

Payment methods	Use for Refunds	Modified	Action
[REDACTED]	Yes	4/6/20 13:57:19	[Action]
[REDACTED]	No	7/21/15 20:58:07	[Action]
eCheck Payment	No	4/6/20 14:15:49	[Action]

