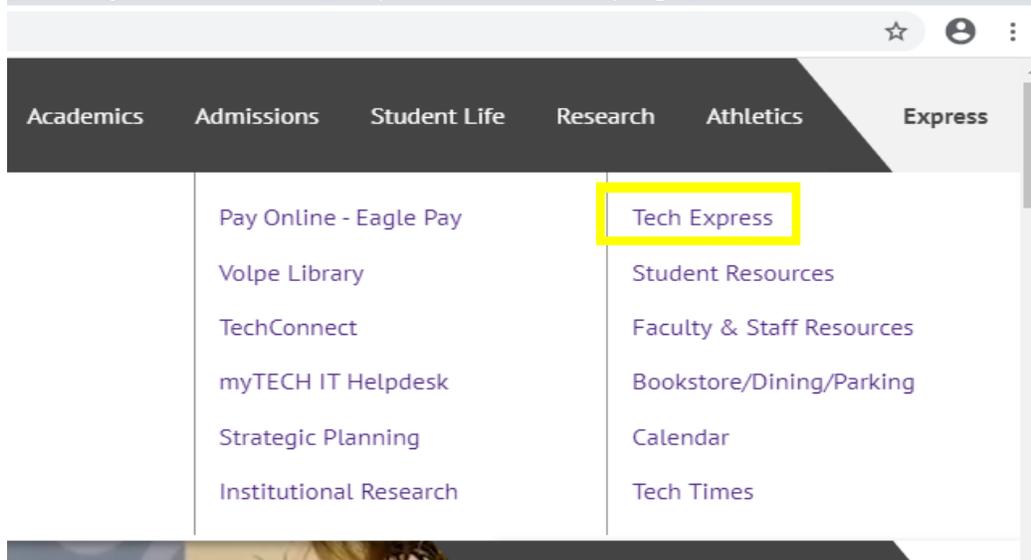
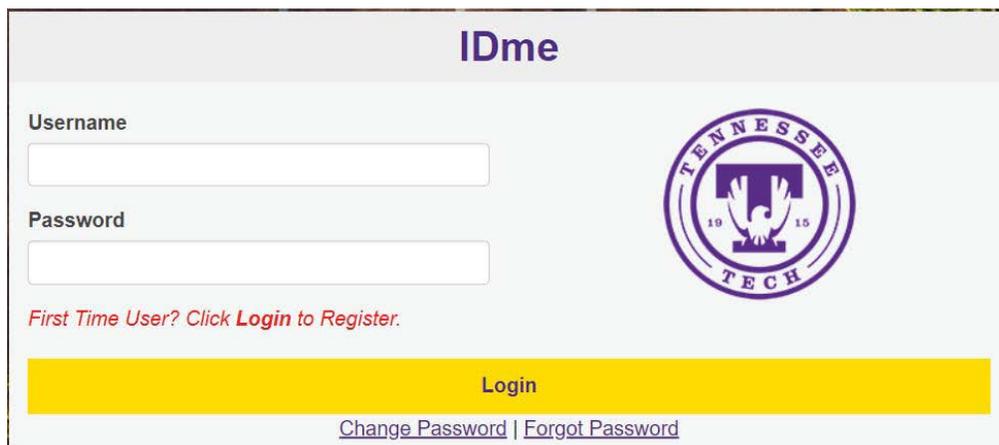


How to Sign Up for Deferred Payment Plan

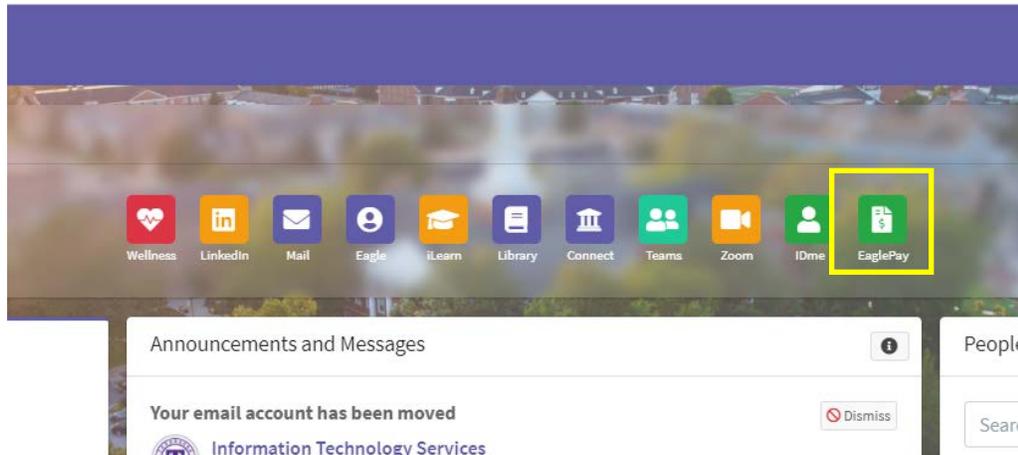
1. Visit the Tennessee Tech Website Homepage
 - a. <https://www.tntech.edu>
2. Move your cursor to the express tab in the top right corner and select "Tech Express"



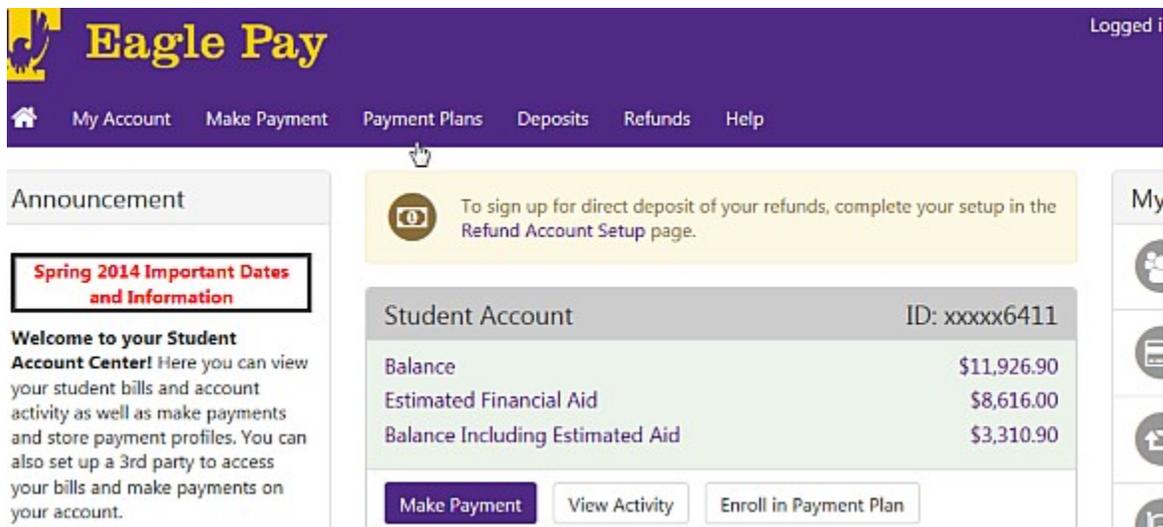
3. Login to Tech Express using your Username and Password
Note: Username is the first portion of your student email (jasmith42)

A screenshot of the IDme login form for Tennessee Tech. The form has a light blue background and a purple header with the text 'IDme'. On the right side, there 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. Below the logo, there are two input fields: 'Username' and 'Password'. Below the input fields, there is a red link that says 'First Time User? Click Login to Register.' At the bottom of the form, there is a yellow button labeled 'Login' and two links: 'Change Password' and 'Forgot Password'.

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



5. Click **Payment Plans**.



6. Click **Enroll Now**.

7. Select term.
8. A description of the plan will be displayed. Carefully read the conditions and then click ***Continue***.
9. The next page will show details about your current account balance and the amount of the down payment. This does **not** include the \$50 service charge. Click on ***Display Payment Schedule***.
10. The page will provide details about the amount of the current payment and the three remaining future payments. Select either *Yes* or *No*. Click ***Continue***.
11. Select your payment method and fill out any necessary information. (Further details can be found on the How to Pay Fees instructions).

Tennessee Tech University Bursar's Office
(931) 372-3311 – bursar@tntech.edu