## 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"

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Academics	Admissions Student Life	Research Athletics Express
	Pay Online - Eagle Pay	Tech Express
	Volpe Library	Student Resources
	TechConnect	Faculty & Staff Resources
	myTECH IT Helpdesk	Bookstore/Dining/Parking
	Strategic Planning	Calendar
	Institutional Research	Tech Times
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3. Login to Tech Express using your Username and Password Note: Username is the first portion of your student email (jasmith42)

IDm	e
Username	ANN ESSP
Password	
First Time User? Click Login to Register.	TECH
Logir	1
Change Password   F	orgot Password



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

5. Click *Payment Plans*.

🛃 Eagle Pay		Logged
🖀 My Account Make Payment	Payment Plans Deposits Refunds Help	
Announcement	To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.	Му
Spring 2014 Important Dates and Information	Student Account ID: xxxxx6411	e
Welcome to your Student Account Center! Here you can view your student bills and account activity as well as make payments and store payment profiles. You can also set up a 3rd party to access your bills and make payments on	Balance \$11,926.90   Estimated Financial Aid \$8,616.00   Balance Including Estimated Aid \$3,310.90	
your account.	Make Payment View Activity Enroll in Payment Plan	1

6. Click *Enroll Now*.

- 7. Select term.
- 8. A description of the plan will be displayed. Carefully read the conditions and then click *Continue*.
- 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).

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