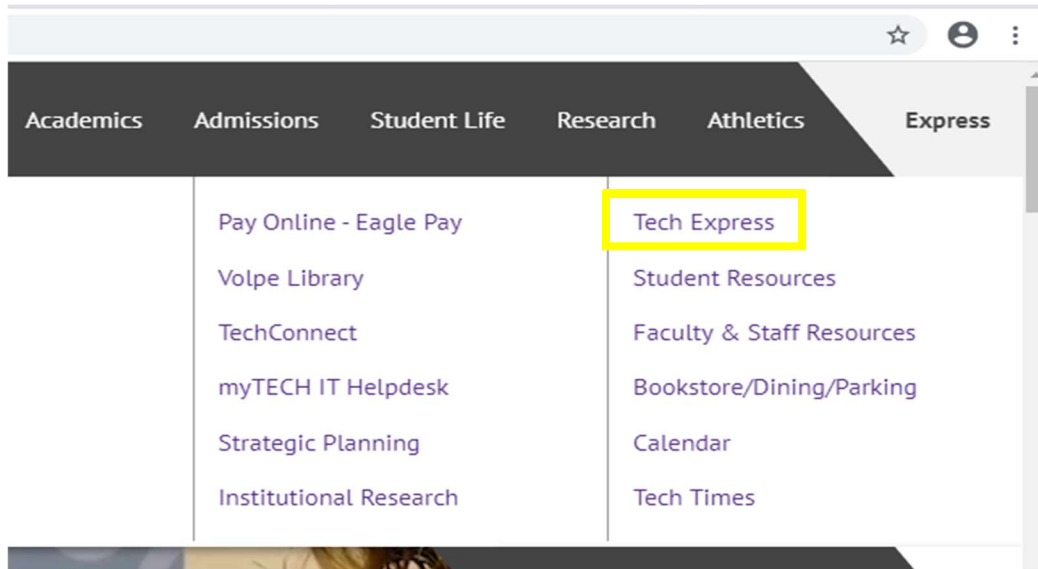


How to Set Up an eCheck (ACH) Payment Method

1. Visit the Tennessee Tech Website Homepage

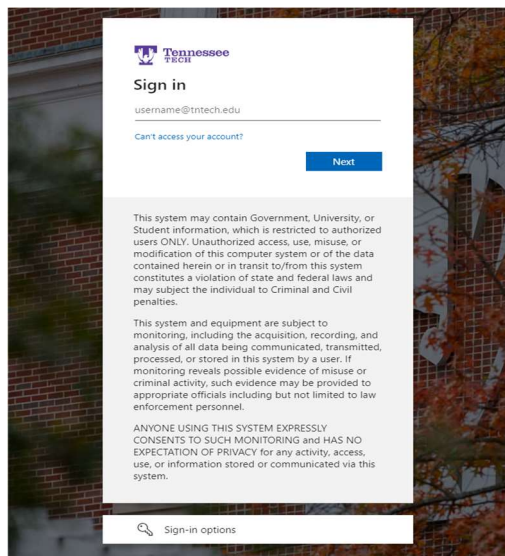
a. <https://www.tntech.edu>

2. Move your cursor to the express tab in the top right corner and select “Tech Express”

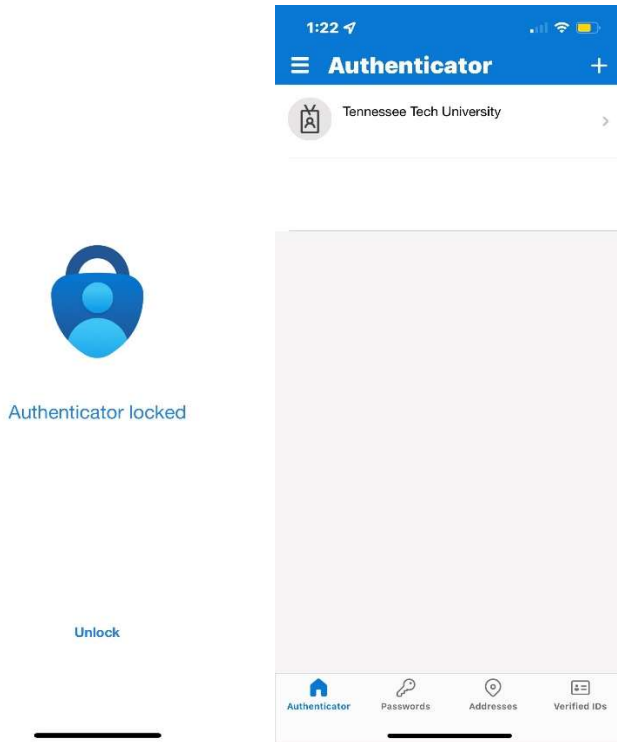


3. Login to Tech Express using your Username and Password

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

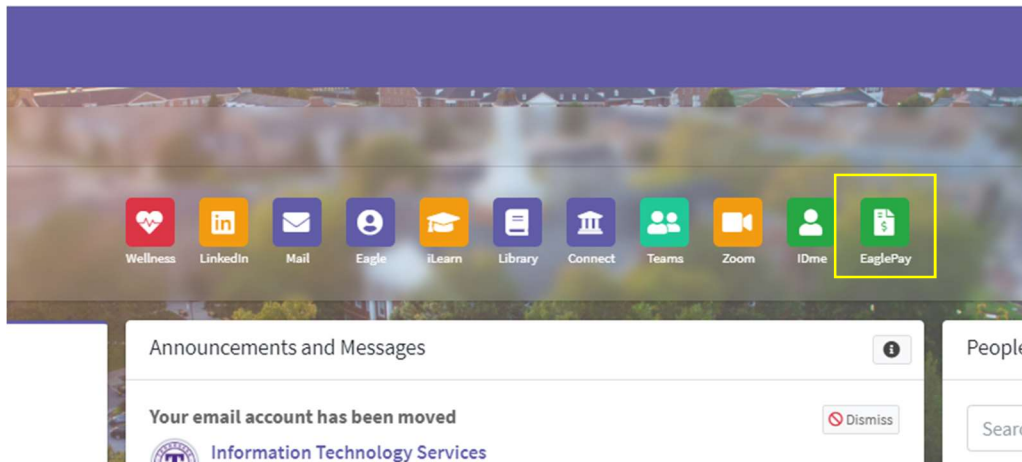


Note: After signing in to Tech Express it will prompt you to use your Mobile Authenticator App



After using the Mobile Authenticator, it will take you to the next page you see below.

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



5. Select *Payment Profile*

The screenshot shows the Eagle Pay Student Account Center dashboard. The top navigation bar includes the Eagle Pay logo, a home icon, and links for My Account, Make Payment, Payment Plans, Refunds, and Help. The user is logged in as [redacted] and has a Logout button. The main content area is divided into three sections: Announcements, Student Account, and My Profile Setup. The Student Account section shows a balance of \$0.00 and links for View Activity and Make Payment. The Statements section shows the latest eBill Statement (2/18/20) and the latest 1098-T Tax statement (2019 1098-T Statement), both with View Statements links. The My Profile Setup section includes links for Authorized Users, Personal Profile, Payment Profile (highlighted with a yellow box), Security Settings, Consents and Agreements, and Electronic Refunds. A Term Balances section is also visible at the bottom right.

6. 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 Eagle Pay My Profile page. The top navigation bar includes the Eagle Pay logo, a home icon, and links for My Account, Make Payment, Payment Plans, Refunds, and Help. The user is logged in as [redacted] and has a Logout button. The main content area is divided into three sections: Personal Profile, Payment Profile (selected), and Security Settings. A yellow box highlights the 'Add New Payment Method' button. Below it, a dropdown menu is open, showing the following options: Select Method, Select Method, and Electronic Check (checking/savings) (highlighted with a blue bar). Below the dropdown menu, there is a note: "Electronic Check - Payments can be made from a personal checking or savings account." A yellow box highlights the dropdown menu, and another yellow box highlights the 'Add New Payment Method' button. A yellow arrow points to the right at the bottom of the page.

7. 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.

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 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 in [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]

