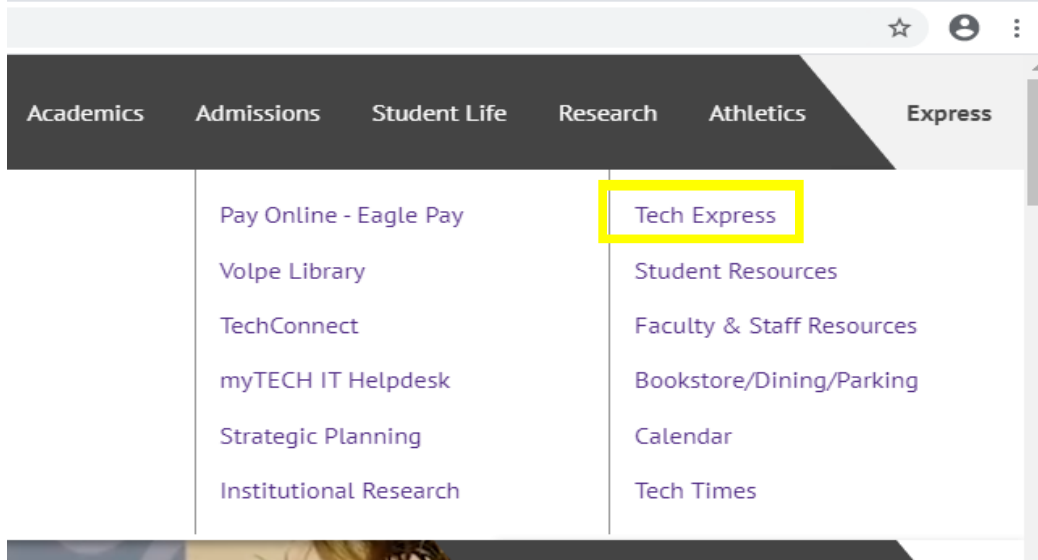
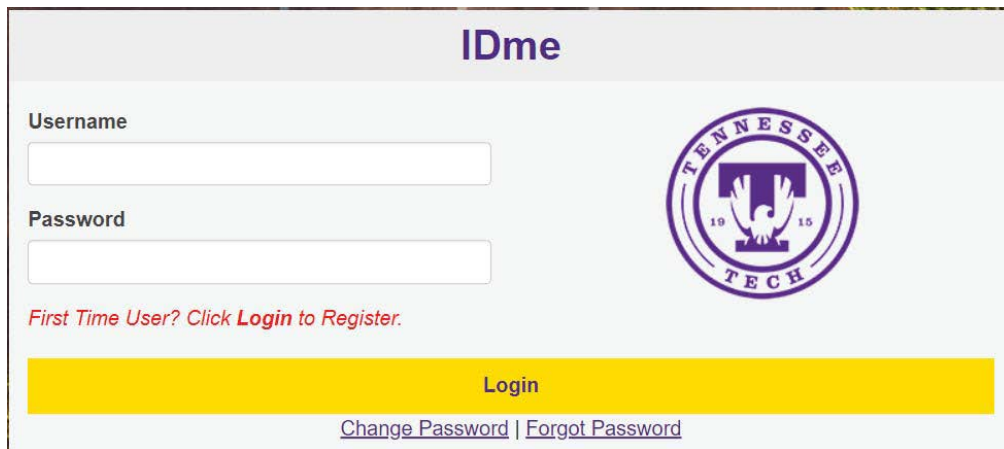


## How to Pay Fees

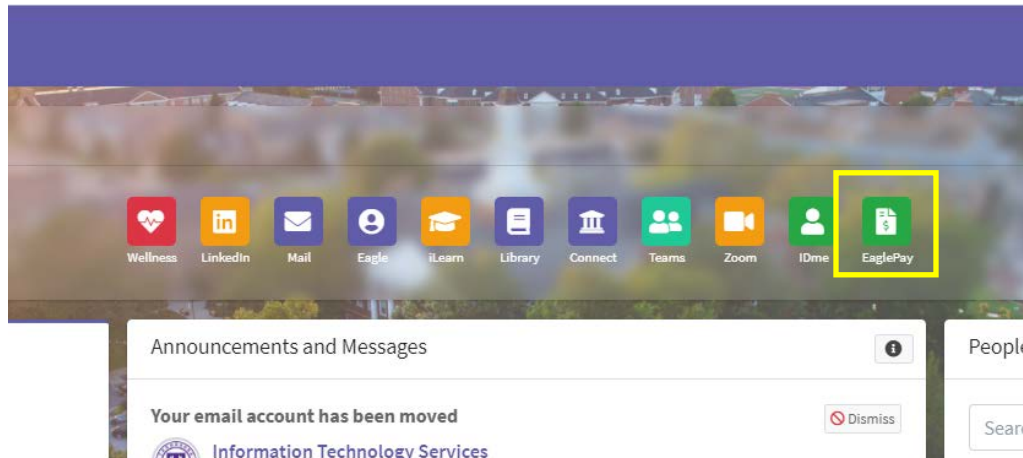
1. Visit the Tennessee Tech Website Homepage
  - a. <https://www.tntech.edu>
2. Move your cursor to the express tab in the top right corner and select "Tech Express"



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 is titled 'IDme' in a large, bold, purple font. Below the title, there are two input fields: 'Username' and 'Password'. To the right of the input fields is the Tennessee Tech logo, which features a purple circle with a white 'T' in the center, flanked by the words 'TENNESSEE' and 'TECH' and the years '19' and '15'. 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'. Below the button, there are two links: 'Change Password' and 'Forgot Password'.

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



5. Click *Make a Payment*.

A screenshot of the Tennessee Tech Account Payment page. The page has a purple header with the Tennessee Tech logo and a navigation menu with links: My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. The main content area is titled "Account Payment" and features a table with three columns: Amount, Payment method, and Confirmation. Below the table, there is a "Select Payment" section with two radio button options: "Current account balance:" and "Amount due:". There is a "Payment date:" field with the value "5/26/17" and a "Memo:" text input field. At the bottom of the form is a purple "Continue" button.

6. You can either choose to pay current account balance by term or certain charges only. When you have made your selections, click *Continue*.

7. Select the payment method of your choice. You can select either a new credit card or checking account or a previously saved payment method.

8. If you are using a new account, you will be directed to enter the account information. You can also save this payment method for future payments. When all information has been entered, click *Continue*.
9. Payment confirmation information is displayed. Check carefully to make sure information and amount to be paid is correct. Read the terms and conditions, check *I Agree*, then click *Submit Payment*.
10. A receipt page will then be displayed. The confirmation number shown on this receipt is **not** your schedule confirmation number.
11. Check Eagle Online and make sure you have been confirmed.