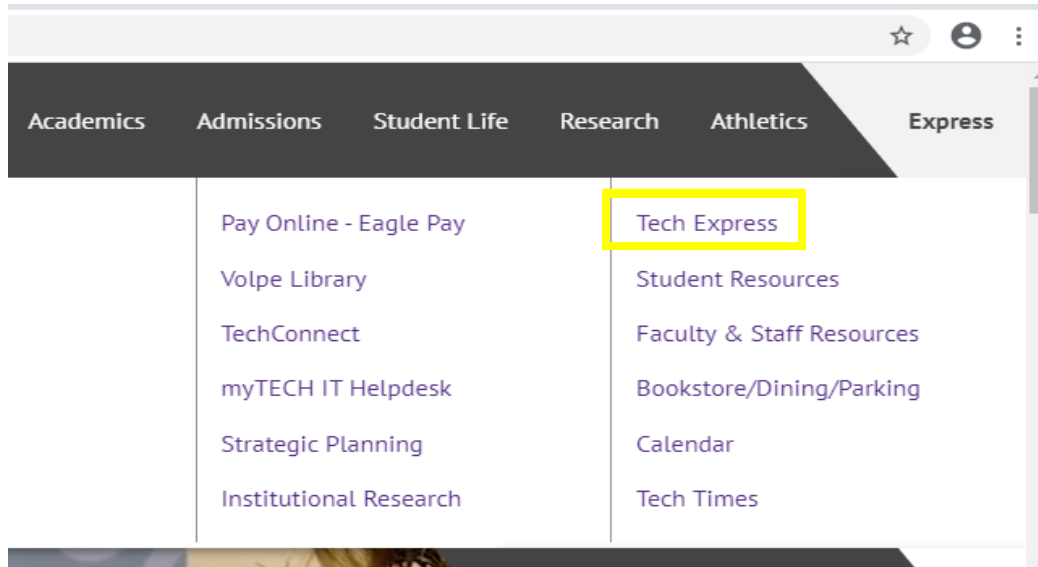


How to Set Up an eCheck (ACH) Payment Method

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”

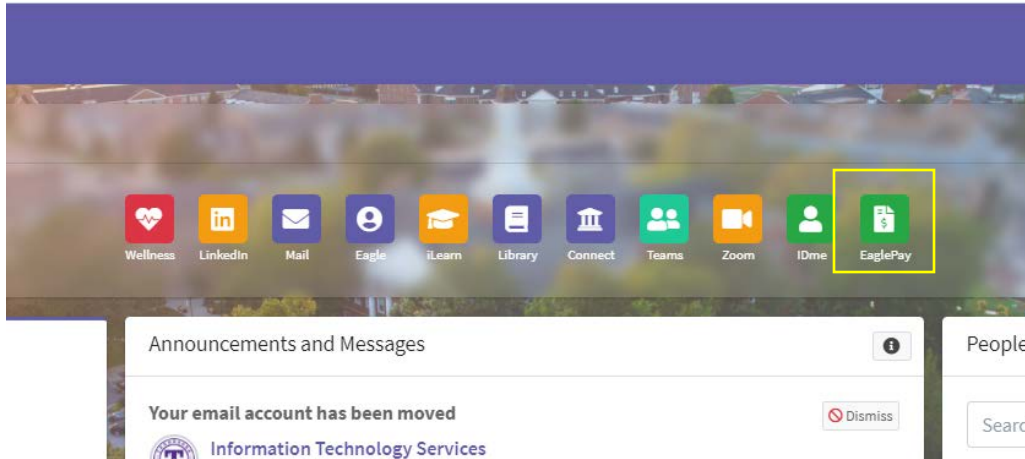


3. Login to Tech Express using your Username and Password

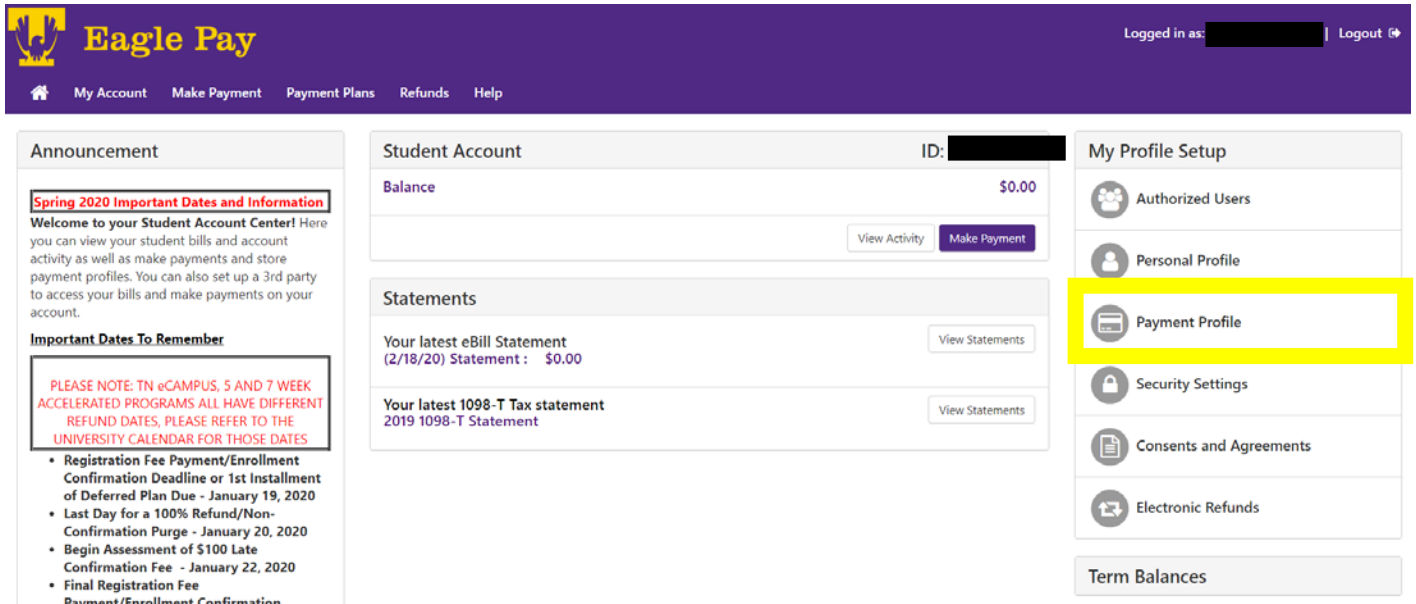
Note: Username is the first portion of your student email (jasmith42)

A screenshot of the IDme login form. The form has a light gray header with the text 'IDme' in blue. Below the header, there are two input fields: 'Username' and 'Password'. To the right of the input fields is the Tennessee Tech University logo, which is a circular seal with 'TENNESSEE' at the top, 'TECH' at the bottom, and '19 15' on either side of a central emblem. Below the input fields, there is a red text link: 'First Time User? Click **Login** to Register.' At the bottom of the form, there is a large yellow button labeled 'Login'. Below the button, there are two links: 'Change Password' and 'Forgot Password'.

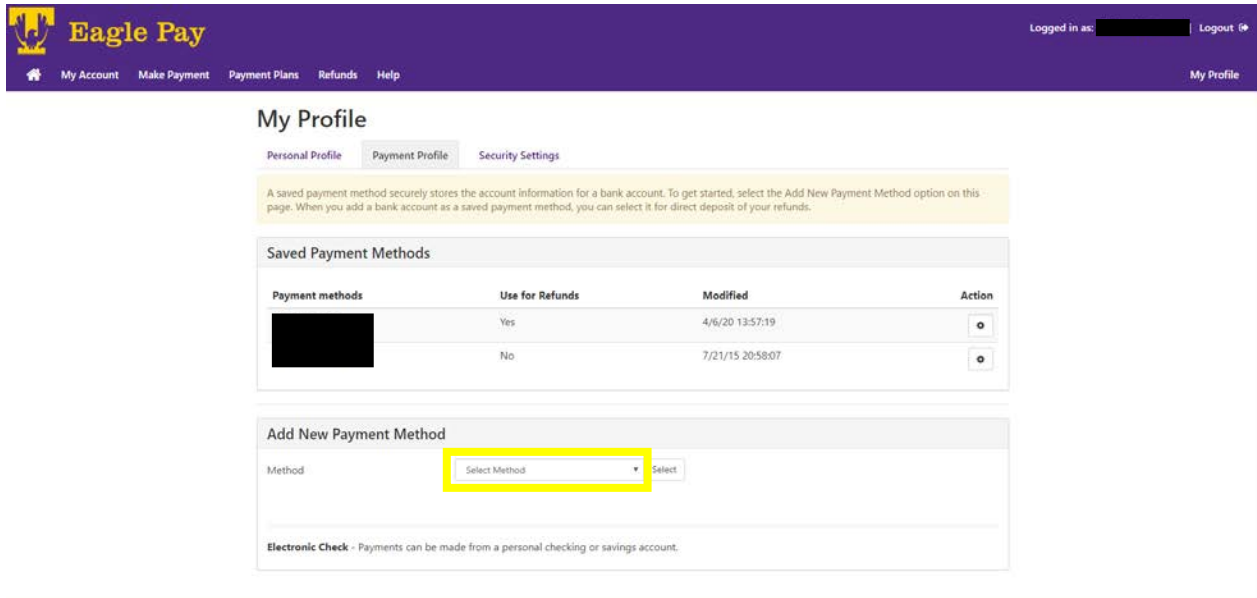
4. Select the "Eagle Pay" icon in the QuickLinks toolbar of Tech Express.



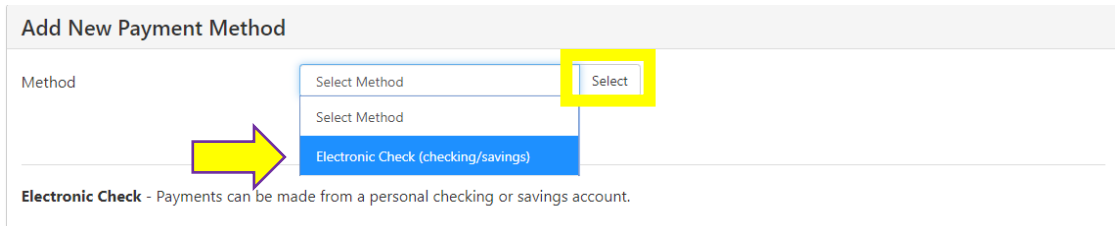
5. Select *Payment Profile*



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*



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 [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]

