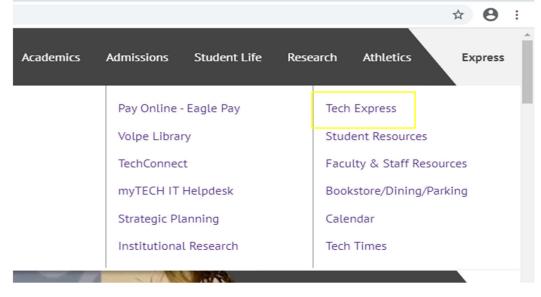
Instructions for TransferMate

1. Visit the Tennessee Tech Website Homepage a. <u>https://www.tntech.edu</u>

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)

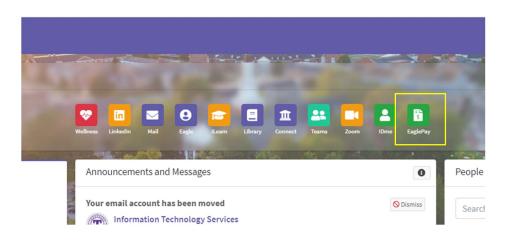
Tennessee TECH	
 Sign in	1 Heat
username@tntech.edu	
Can't access your account?	
Next	
This system may contain Government, University, or Student information, which is restricted to authorized users ONLV. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of state and federal laws and may subject the individual to Criminal and Civil penalties.	
This system and equipment are subject to monitoring, including the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of misuse or criminal activity, such evidence may be provided to appropriate officials including but not limited to law enforcement personnel.	
ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING and HAS NO EXPECTATION OF PRIVACY for any activity, access, use, or information stored or communicated via this system.	
Sign-in options	tin the

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

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	\equiv Authenticator	+
	Tennessee Tech University	>
\bigcirc		
Authenticator locked		
Unlock		
	Authenticator Passwords Address	s Verified IDs
	Authenticator Passwords Address	es Verified IDs

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.



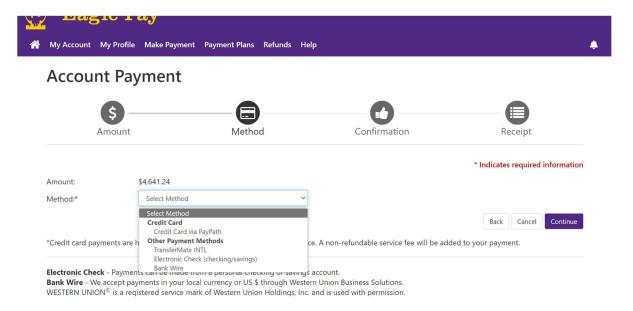
5.	Click	"Make	a Pay	/ment"

Fall 2022 Important Dates and	Balance	\$4,641.24	
Information		\$4,041.24	Authorized Users
Welcome to your Student Account Center! Here you can view your student bills and account	View Activity Enrol	l in Payment Plan Make Payment	Personal Profile
activity as well as make payments and store payment profiles. You can	Statements		Convite Continue
also set up a 3rd party to access your bills and make payments on your account.	Your latest eBill Statement (5/2/22) Statement : \$0.00	View Statements	Security Settings
Important Dates To Remember	Your latest 1098-T Tax statement		Consents and

6. You can choose to pay current account balance, pay the amount due or pay by term or line item. Make your selections, and click *CONTINUE.*

Account Payment	,		
Amount	Method	Confirmation	Receipt
Payment Date: 7/26/22			
select Payment Option			
Current Account Balance \$4,641.24		Pay By Term Select which semester terms to pay	
Personal Note inter a brief payment note			
Select Payment Option			
Current Account Balance \$4,641.24		O Pay By Term Select which semester terms to pay	
Current Account Balance	the payment total. \$ 4,641.24 Add		
Personal Note			
nter a oner payment note	h		

7. Click on the drop down box next to "Method". Select "TransferMate INTL" at the end of the menu, and click *CONTINUE.*



8. Once the screen refreshes, follow the prompts and enter the information required in order to confirm and complete your Transfermate payment.

Tennessee Tech University {931} 372-3311 bursar@tntech.edu