my NKU PORTAL

Biller Direct

Information Technology

NORTHERN KENTUCKY UNIVERSITY

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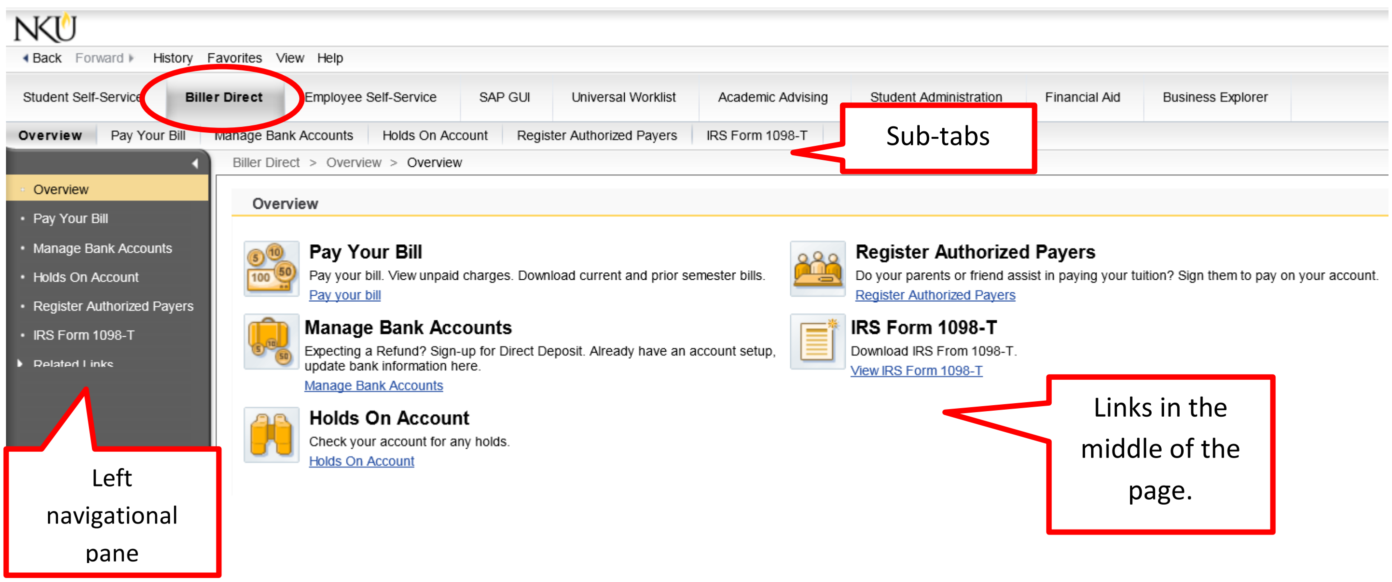
Biller Direct

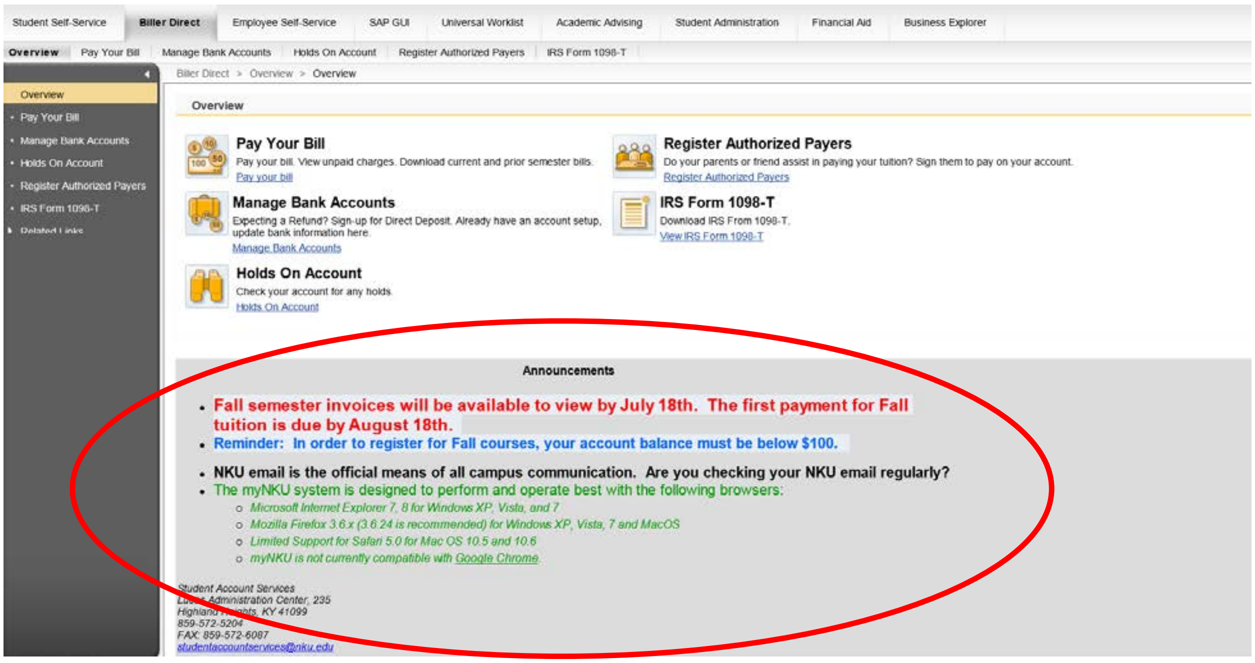
Biller Direct consists of five sub-tabs through which students access the tab's various functions. Access to the Biller Direct tab is automatically provided to all students. The sub-tabs allow for students to make a payment, sign-up for direct deposit, check for account holds, or access 1098-T forms. Selecting the sub-tab, left navigational pane, or link in the middle of the page will take you to the same location that is determined by the title which is selected.

1. Log into myNKU.
2. Select the Biller Direct tab.
3. Select either the appropriate sub-tab, title from the left navigational pane, or link in the middle of the page for the desired process.



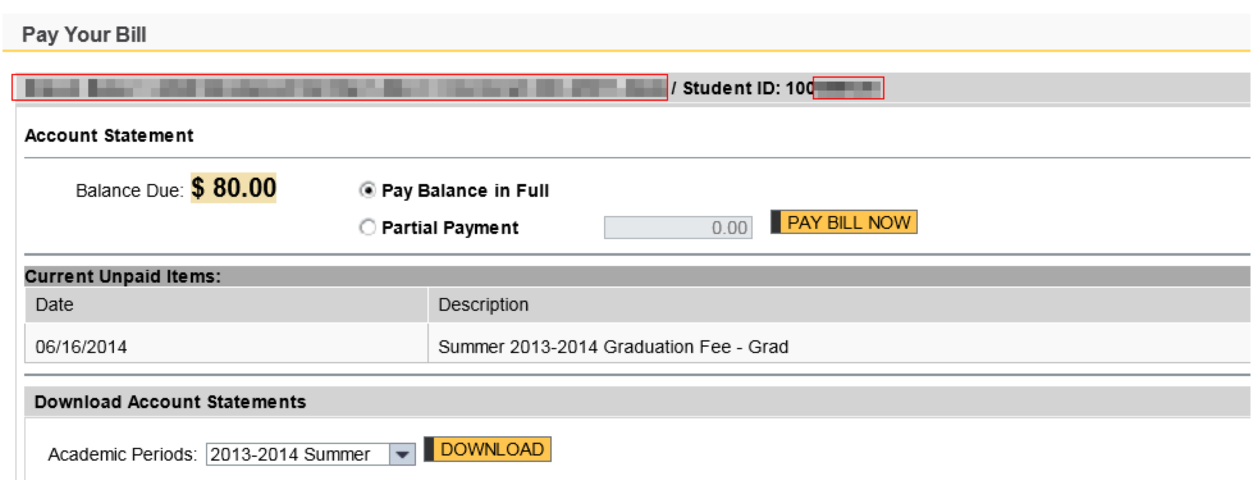
Overview

The Overview area provides links to access the other five areas, as well as important information from Student Account Services in the form of announcements. The announcements are updated throughout the year and appear towards the bottom of the page under the heading Announcements.



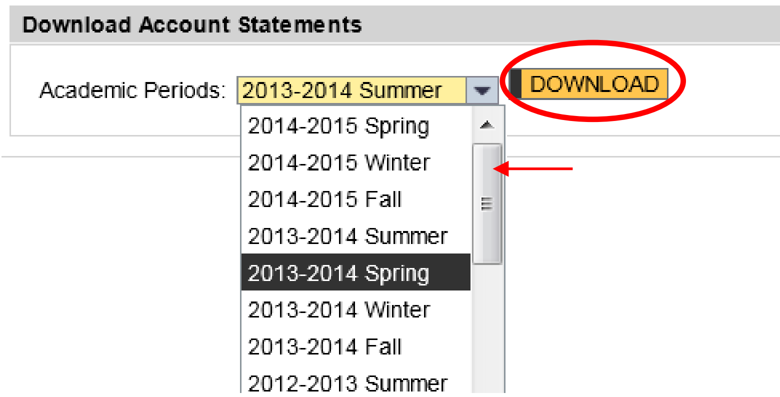
Pay Your Bill

The Pay Your Bill area allows you to view the balance due, download a detailed PDF version of your account statement, and make a payment to the account using electronic check or credit/debit card.

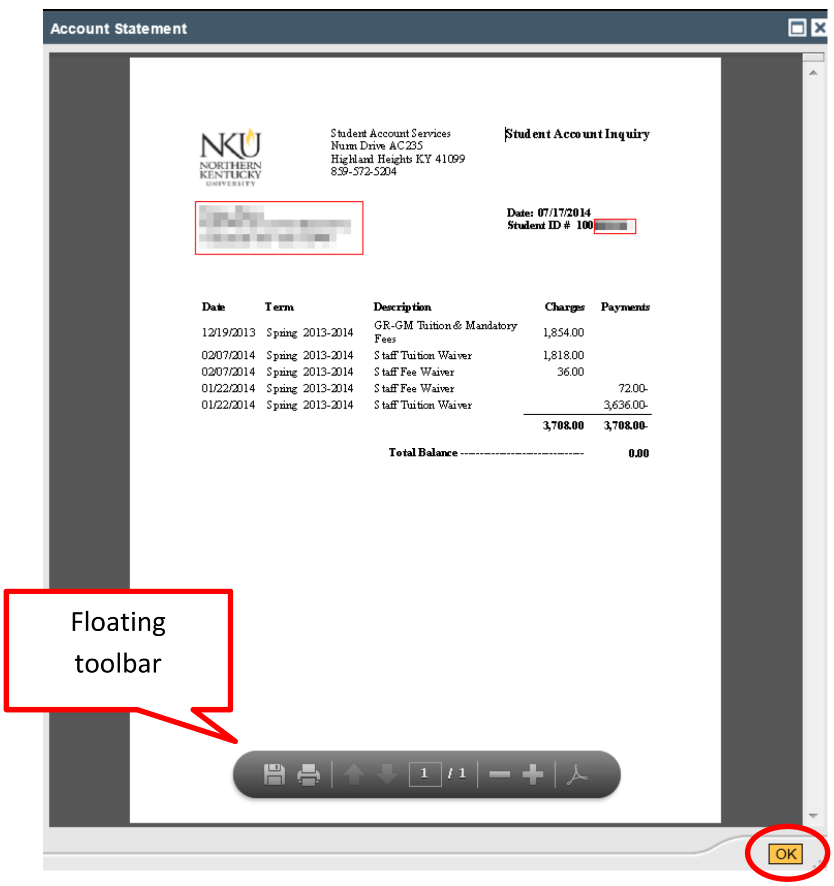


Download Account Statement

To view current and past account statements, select the desired academic period from the drop down arrow and click Download. Please note that the current academic period is the default, use the scrollbar on the right to select a previous semester.



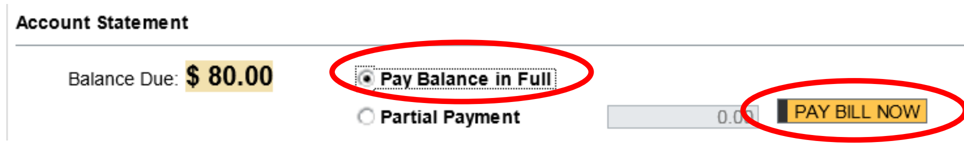
A pdf. document will display the account details for the selected semester. A floating toolbar becomes available by hovering the mouse over the document in order to save or print the statement. Click OK to close the statement and return to the Pay Your Bill area.



Make a Payment

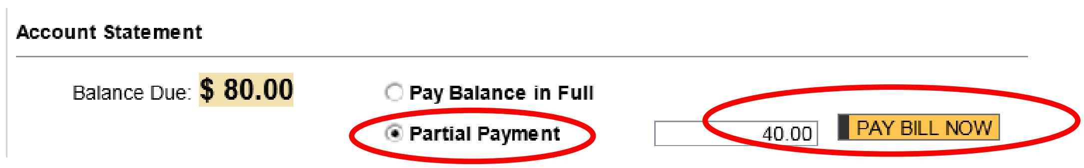
Full Payment:

- Select the Pay Balance in Full radial button.
- Click Pay Bill Now.



Partial Payment:

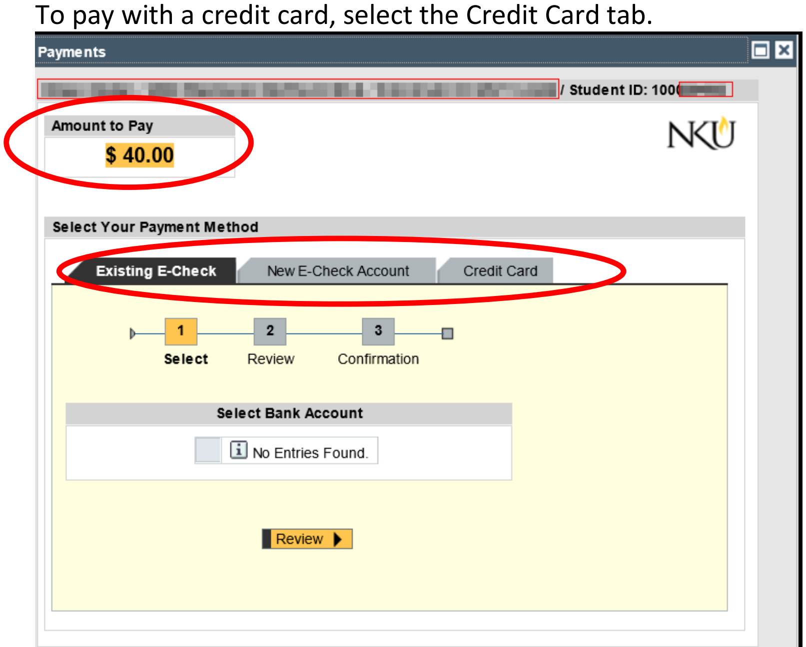
- Select the Partial Payment radial button.
- Enter the dollar amount you wish to pay.
- Click Pay Bill Now.



The following steps are the same if paying the balance in full or making a partial payment.

A Payments window will open, displaying the amount being paid in the top left corner.

- If there is an existing E-Check account on file, select the Existing E-Check tab.
- To create a new E-Check Account, select the New E-Check Account tab.
- To pay with a credit card, select the Credit Card tab.



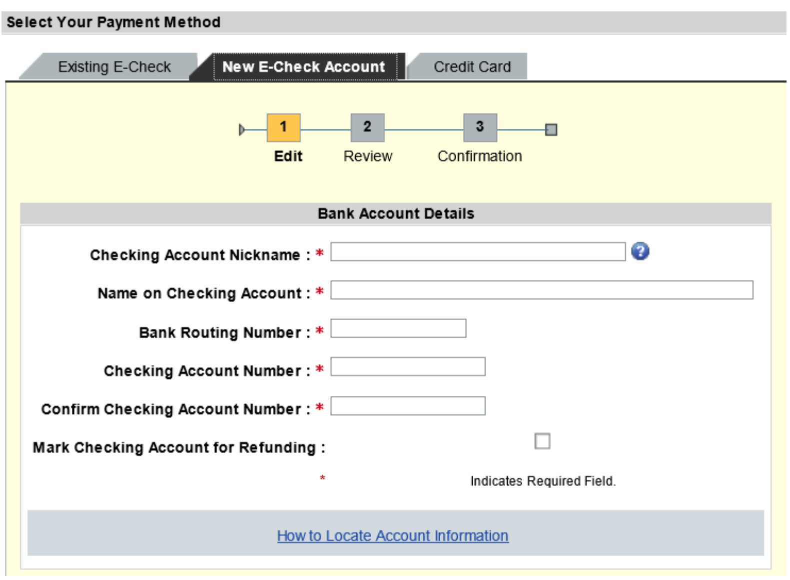
Existing E-Check

If an E-Check account is already on file, select the bank account and click review. The details for the E-Check account; Nickname, Name on Bank Account, Bank Routing Number, and Bank Account Number will display. If this information is accurate and payment should be made with the selected account, select Process Payment. A confirmation message will display that the payment was completed.

For detailed instructions on how to submit a payment from an existing E-Check account, please visit the Student Account Services FAQ area:
http://studentaccountservices.nku.edu/content/dam/Bursar/docs/Payments%20by%20Web%20%28existing%20e-check%29.pdf

New E-Check

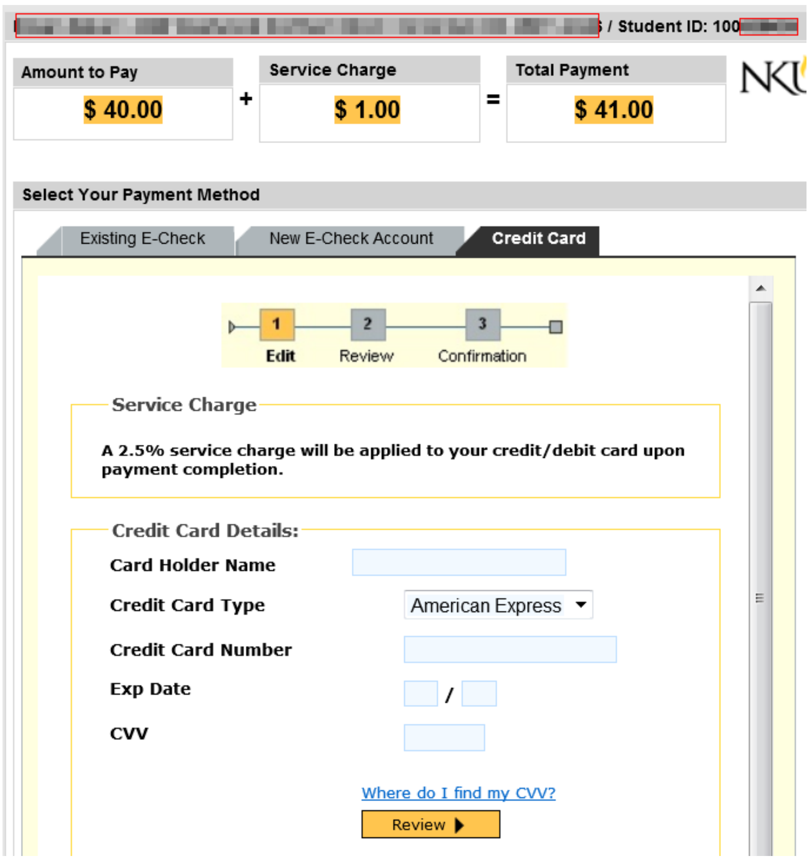
Completing the New E-Check Account form will require the routing number and checking account number from your bank. This information is located on the check itself or you may contact your local bank for assistance. There is no fee associated with setting up an E-Check account or making payments from an E-Check account. For detailed instruction on completing the E-Check form, please visit the Student Account Services FAQ area:
http://studentaccountservices.nku.edu/content/dam/Bursar/docs/Payments%20by%20Web%20%28new%20e-check%20account%29.pdf



Credit Card

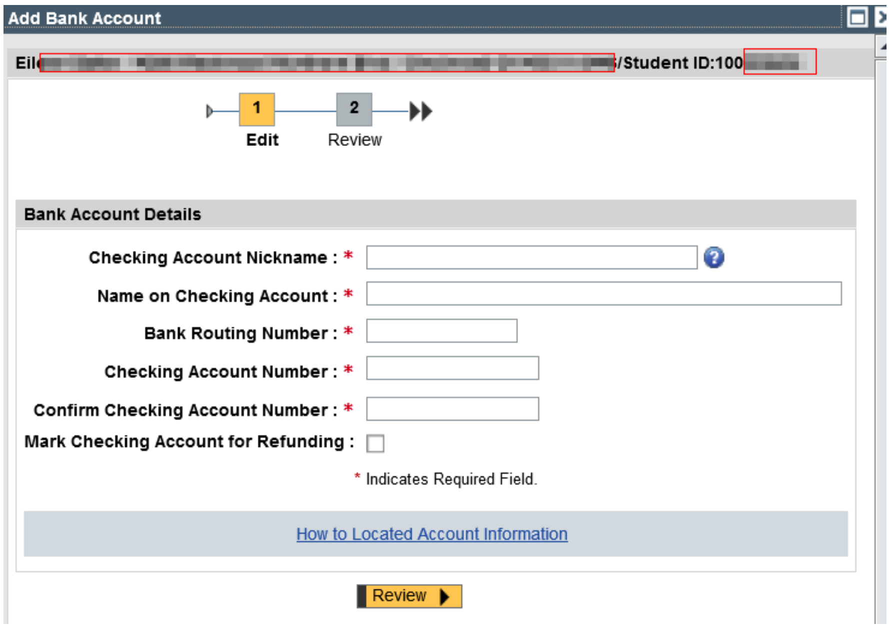
Credit card payments are accepted online only. American Express, MasterCard, Visa, and Discover credit cards payments are accepted. There is a 2.5% service free for all credit card payments, regardless of payment amount, which is added into the total payment. For detailed instruction on paying by Credit Card, please visit the Student Account Services FAQ area:

http://studentaccountservices.nku.edu/content/dam/Bursar/docs/Payments%20by%20web%20%28CC%29.pdf



Manage Bank Accounts

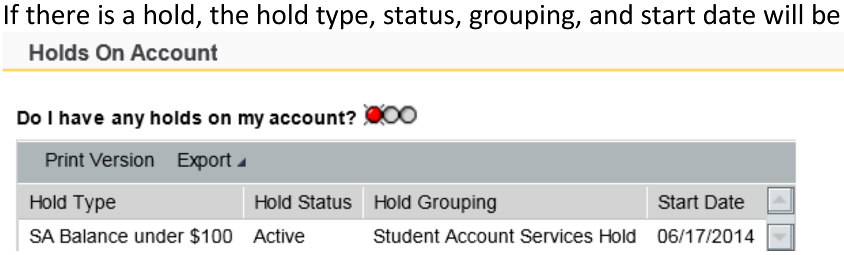
This area is specifically used for payments and to set-up accounts for direct deposit refunding. Direct deposit is NKU's preferred method of issuing refunds to students. All refunds will be issued via direct deposit, so anyone expecting financial aid disbursements or other refunds must have a checking account on file in myNKU. If there is not an account on file, click Add Checking Account, enter the required information and click Review.



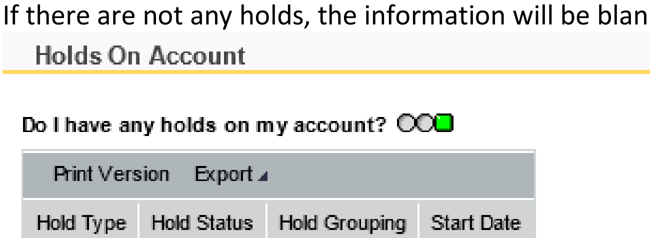
Holds on Account

This tab provides information about any holds on your student account related to payments due.

If there is a hold, the hold type, status, grouping, and start date will be displayed.



If there are not any holds, the information will be blank.



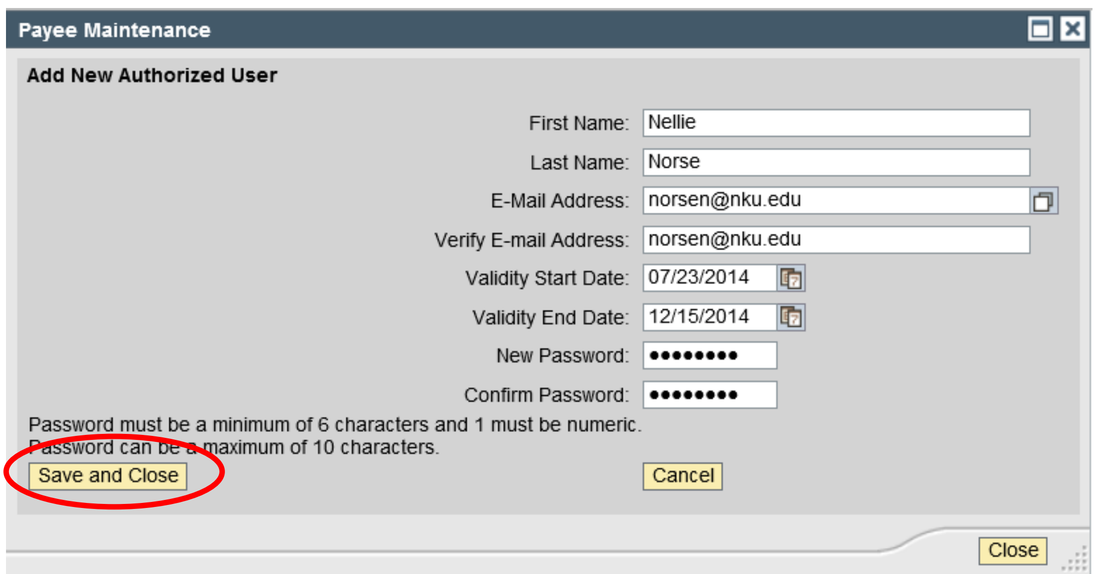
Register Authorized Payers

Provides access to enter and edit information related to users a student wishes to allow to make payments on their behalf. Students must authorize these additional users by adding them according to the instructions below, and have the ability to change or remove them at any time.

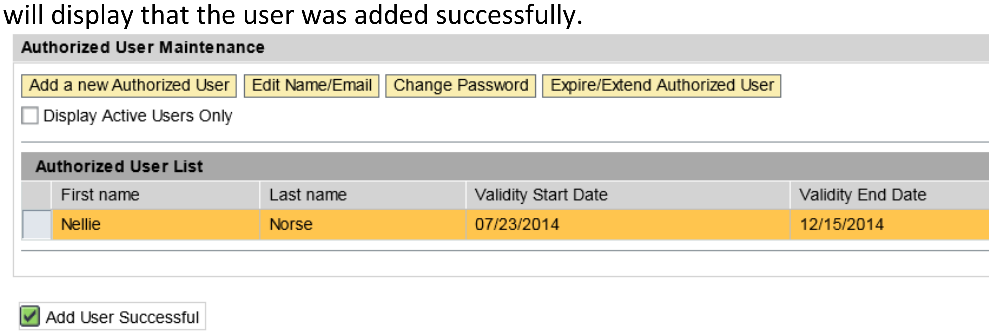
Add a New Authorized User

To begin the process of adding a new authorized user, click the Add a new Authorized User button, complete all fields, then click Save and Close.

- If the student would like the new authorized user to have access during a set time period, be sure to add a true date for the Validity End Date field.
  - For example, if this student would like Nellie Norse to only have access during the fall semester, the end date would be sometime around mid-December.

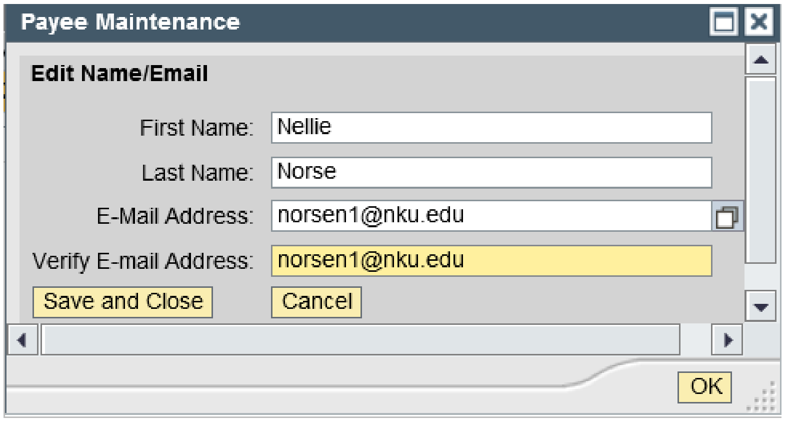


That user will then be displayed in the Authorized User Maintenance area, and a confirmation message will display that the user was added successfully.



Edit Name/Email

If the authorized user has a name change or updates the email address, click Edit Name/Email, update the information and click Save and Close.

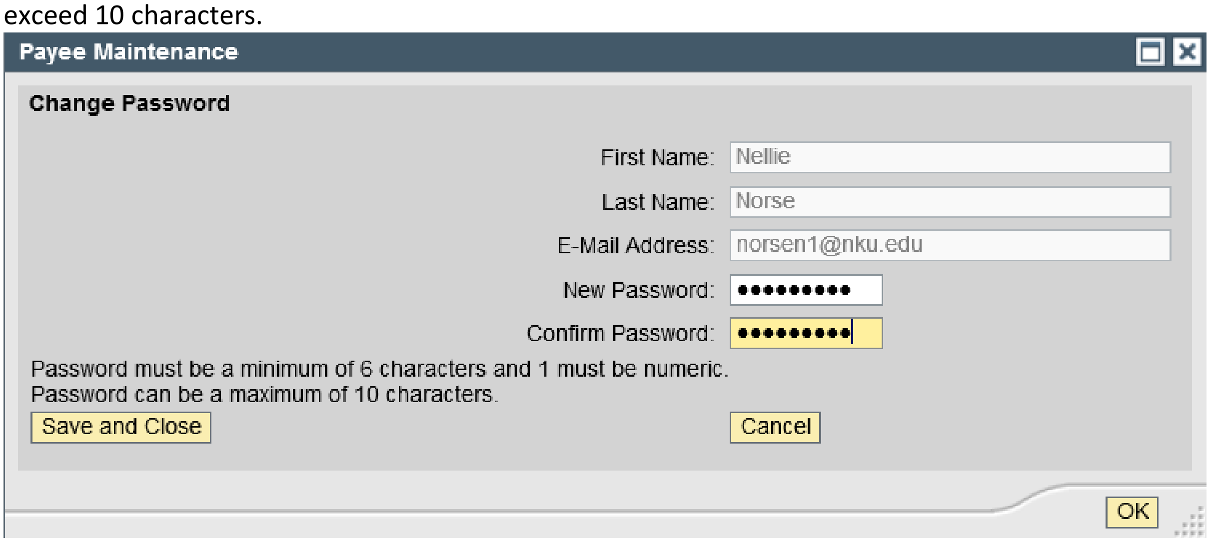


A confirmation message will display that the update was successful.

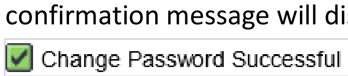
Change Password

If the authorized user forgets the password or the student would like to edit the password, click Change Password, update the information and click Save and Close

Note: The password must be at least 6 characters long and 1 must be numeric. The password cannot exceed 10 characters.



A confirmation message will display that the password change was successful.

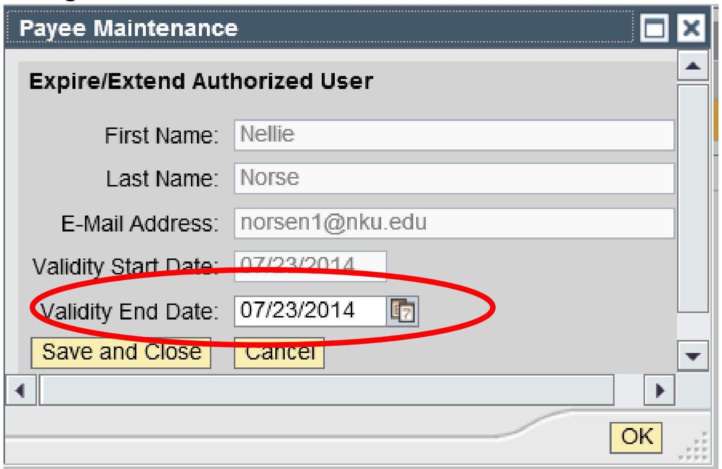


Expire/Extend Authorized User

To end an authorized users access to the student's account or to extend the access, click Expire/Extend Authorized User, update the Validity End Date, click Save and Close.

To expire access:

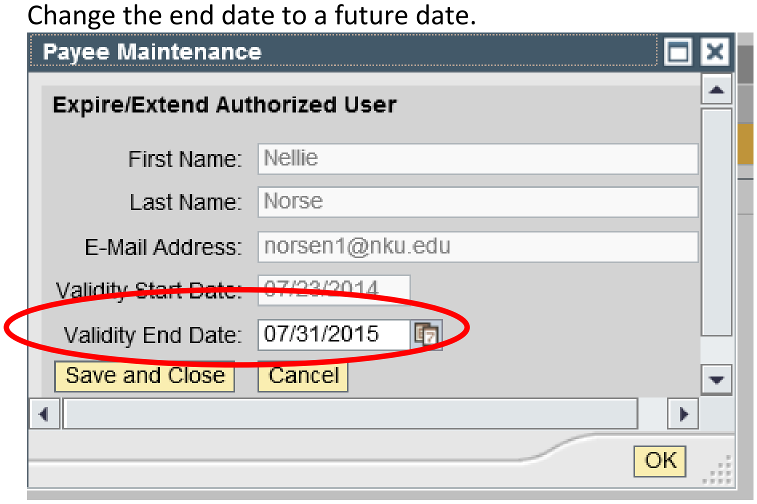
Change the end date to the current date.



A confirmation message will display.

To extend access:

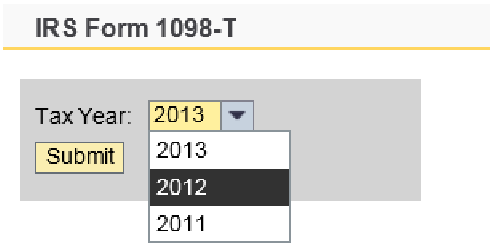
Change the end date to a future date.



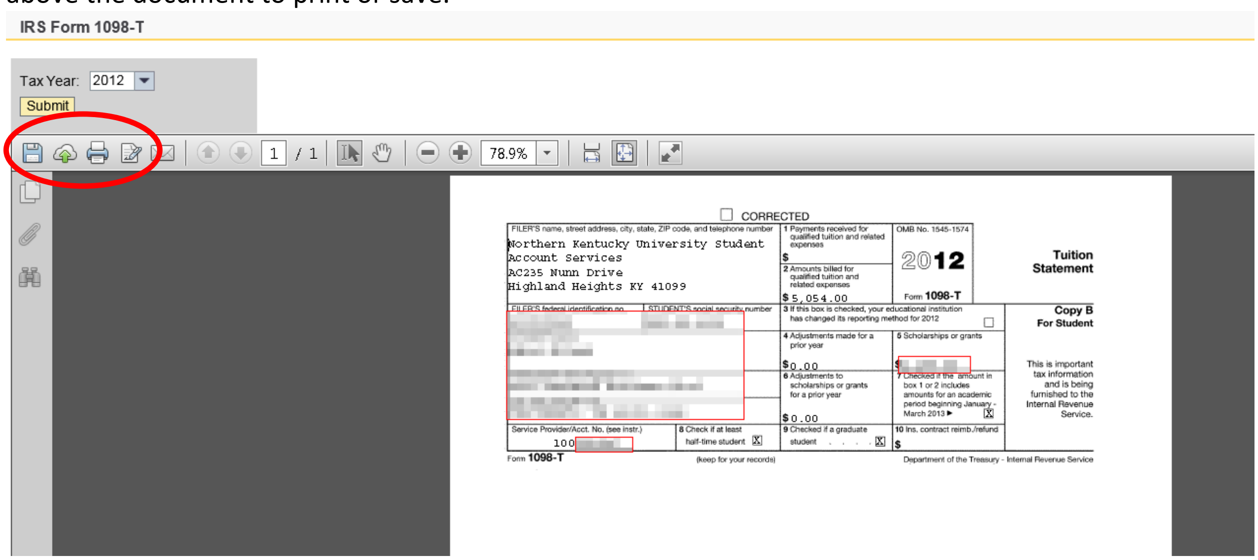
Confirmation message will display:

IRS Form 1098-T

The previous 3 years will be available for student's to download. Click the drop down arrow, select the desired year, then click Submit.

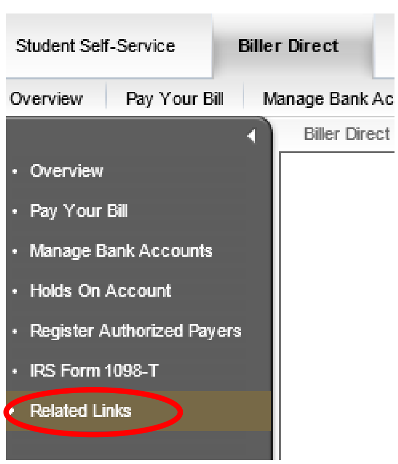


The pdf. document will generate in the same window. To print, click Ctrl+P or use the icons directly above the document to print or save.

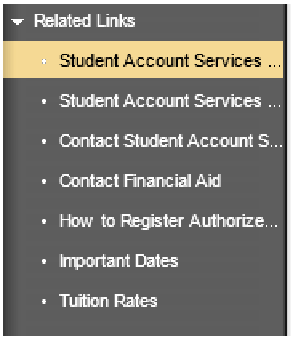


Related Links

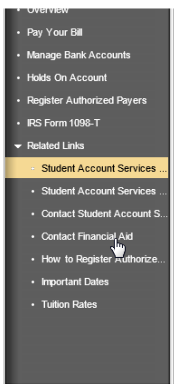
Related Links is only available in the left navigational pane of the Biller Direct tab.

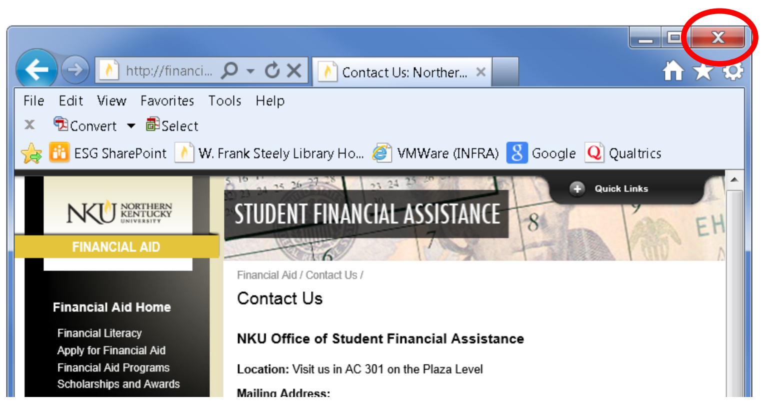


After clicking Related Links, that area is expanded and provides quick access to individual websites.



A new pop-up window will display the corresponding website. When you are finished reviewing the website, click the red 'X' at the top right corner to close the pop-up window and return to the Biller Direct area.





Log Off

When you are finished with your myNKU session, click Log Off to securely end the session. This is located in the top right corner.

Click Yes to confirm that you wish to log off.