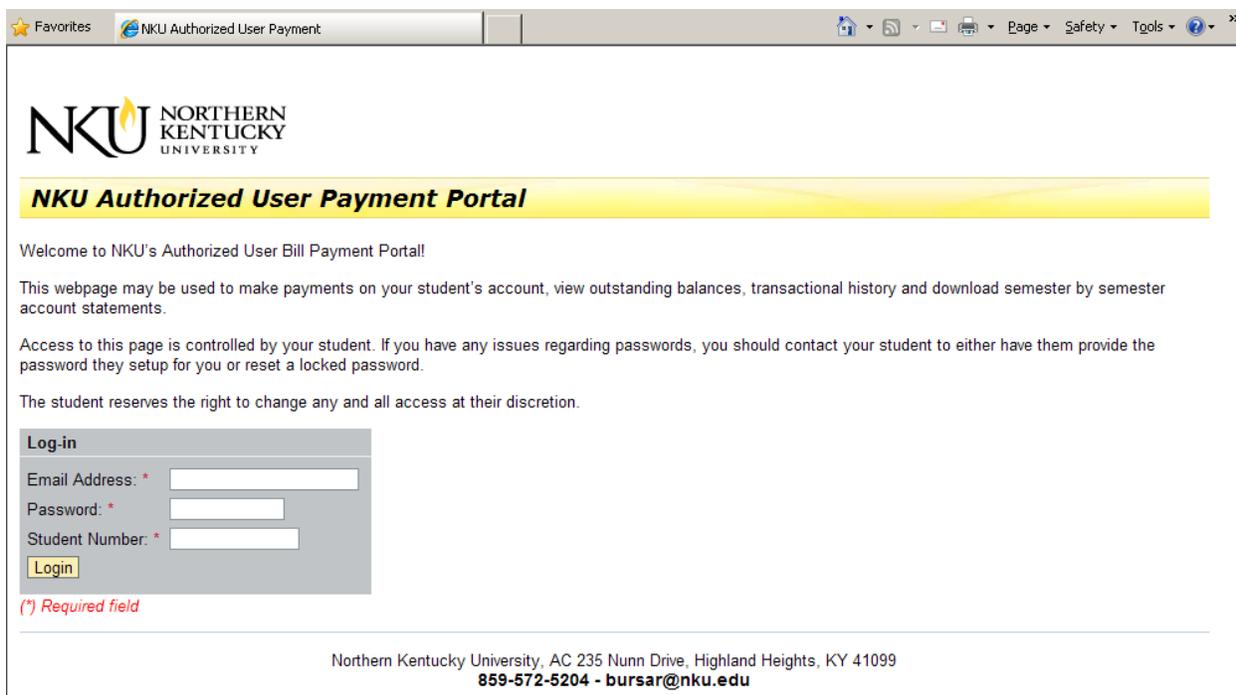


# NKU Authorized User Payment Portal Instruction Guide

## Paying by Credit Card

You should have received a confirmation email regarding your addition as an authorized user on a student's NKU account. If you did not receive an email and your student indicates that your account has been set up, please have the student double check the information for accuracy. Please keep the confirmation email for reference in the future in case you forget any log on information. This guide is meant to step you through the process of making payments on a student's account.

### Home or Login Screen:



The screenshot shows a web browser window with the title "NKU Authorized User Payment". The page features the NKU Northern Kentucky University logo at the top left. Below the logo is a yellow banner with the text "NKU Authorized User Payment Portal". The main content area contains a welcome message: "Welcome to NKU's Authorized User Bill Payment Portal! This webpage may be used to make payments on your student's account, view outstanding balances, transactional history and download semester by semester account statements. Access to this page is controlled by your student. If you have any issues regarding passwords, you should contact your student to either have them provide the password they setup for you or reset a locked password. The student reserves the right to change any and all access at their discretion." Below this text is a "Log-in" form with three input fields: "Email Address: \*", "Password: \*", and "Student Number: \*". A "Login" button is positioned below the fields. A red asterisk note below the form reads "(\*) Required field". At the bottom of the page, the contact information for Northern Kentucky University is provided: "Northern Kentucky University, AC 235 Nunn Drive, Highland Heights, KY 41099" and "859-572-5204 - bursar@nku.edu".

Enter in the required information:

**Email Address:** This is your email address not the students email address. This is the same email address that you should have received your Welcome email.

**Password:** Your student will need to provide you with this information. Passwords are case sensitive so be sure to enter the password exactly as the student entered it.

**Student Number:** This is your students 9 digit NKU ID # (not the All Card number). This information is contained in the original Welcome email.

## Payment Screen:

Once you have entered all required information, click on **Login** and you will be taken to the payment screen:

**Account Statement** [Logout](#)

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Balance Due: **\$1,571.85** [Bursar FAQs](#)

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**Payment**

Amount:

Electronic Check  
 Credit Card

A 2.5% Fee will be applied to your credit/debit card upon payment.

[Process Payment](#)

**Download Account Statements**

Academic Periods:  [Download](#)

**Current Unpaid Items:**

Date	Description	Amount
10/01/2012	Fall 2012-2013 Web Credit Card Payment	\$ 671.85
10/02/2012	Fall 2012-2013 Web Credit Card Payment	\$ 900.00

Northern Kentucky University, AC 235 Nunn Drive, Highland Heights, KY 41099  
859-572-5204 - [bursar@nku.edu](mailto:bursar@nku.edu)

To make a payment by credit card, begin by entering the amount you wish to pay in the **Amount** field. Then select **Credit Card**. The following page will appear:

**Credit Card Payment**

1 **Edit**   2 Review   3 Confirmation

**Service Charge**  
A 2.5% service charge will be applied to your credit/debit card upon payment completion.

**Credit Card Details:**

**Card Holder Name**

**Credit Card Type** American Express

**Credit Card Number**

**Exp Date**  /

**CVV**

[Where do I find my CVV?](#)

[Review](#)

[Close](#)

When entering payment information, make sure to check that all fields have been completed and double check your information in order to minimize a chance for error in processing. All fields are required (please see example below).

**Credit Card Payment**

1 Edit 2 Review 3 Confirmation

**Service Charge**  
A 2.5% service charge will be applied to your credit/debit card upon payment completion.

**Credit Card Details:**

**Card Holder Name** John Smith

**Credit Card Type** American Express

**Credit Card Number** 371449635398431

**Exp Date** 10 / 15

**CVV** 321

[Where do I find my CVV?](#)

Review

Close

You will enter the following information:

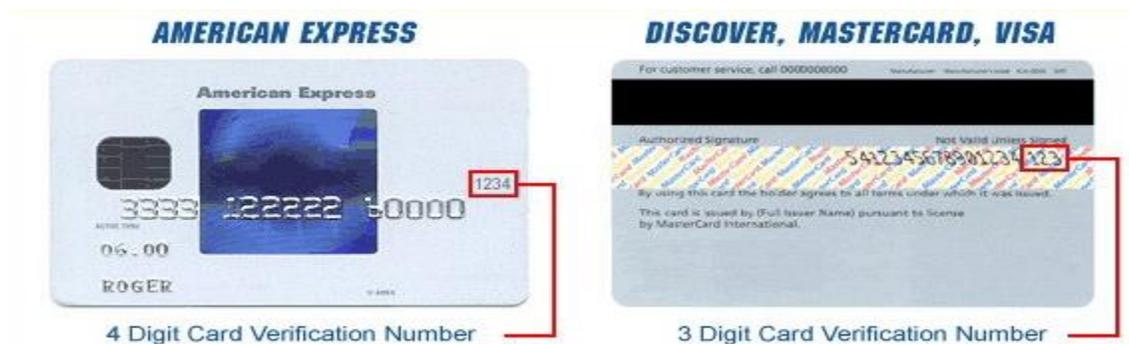
**Cardholder Name:** This is the name written as shown on the front of the credit/debit card you are using.

**Credit Card Type:** Select from the drop down which card brand you are using.

**Credit Card Number:** Enter the 16 digit card number listed on the front of the credit/debit card.

**Exp Date:** Select from the drop down the month/year that corresponds to the expiration date on your credit/debit card.

**CVV:** This is a 3 or 4 digit number found usually on the back of the credit card. For additional help in locating the CVV number, click "Where do I find my CVV? The following pop-up will show you where to locate the number:



Once you have entered all of the required information, click **Review**. You will then be given the option of either editing the information just entered, or processing the payment. When you are ready to proceed, click **“Process Payment”** (**Note:** a 2.5% service fee will be automatically added to the payment amount submitted. The total amount charged to your card can be viewed under the **“Total Payment”** field):

The screenshot shows a payment review interface. At the top, there is a summary table:

<b>Amount to Pay</b>	+	<b>Service Charge</b>	=	<b>Total Payment</b>
\$ 50.00		\$ 1.25		\$ 51.25

Below this is the "Select Your Payment Method" section with tabs for "Existing E-Check", "New E-Check Account", and "Credit Card". A progress bar shows three steps: 1. Edit, 2. Review, and 3. Confirmation. The "Review" step is currently active.

The "Service Charge" section states: "A 2.5% service charge will be applied to your credit/debit card upon payment completion."

The "Credit Card Details" section includes the following information:

- Card Holder Name: John Smith
- Credit Card Type: American Express
- Credit Card Number: 371449635398431
- Exp Date: 10 / 15
- CVV: 321

There is a link "Where do I find my CVV?" and a "Review" button. A "Close" button is located at the bottom right of the form.

Once the payment has been successfully submitted, you will receive the following confirmation:

The screenshot shows a "Credit Card Payment" confirmation window. At the top, a progress bar shows three steps: 1. Edit, 2. Review, and 3. Confirmation. The "Confirmation" step is currently active.

The "Payment Confirmation:" section states: "Payment has been completed successfully." and "A receipt has been emailed to your NKU email account."

The "Confirmation number : \372870493" is displayed in a green-bordered box.

A "Close" button is located at the bottom center of the window.

At the same time you should also receive a confirmation email that will serve as your receipt for the payment just made. An email will simultaneously go out to your student informing them that a payment has been made on their account.