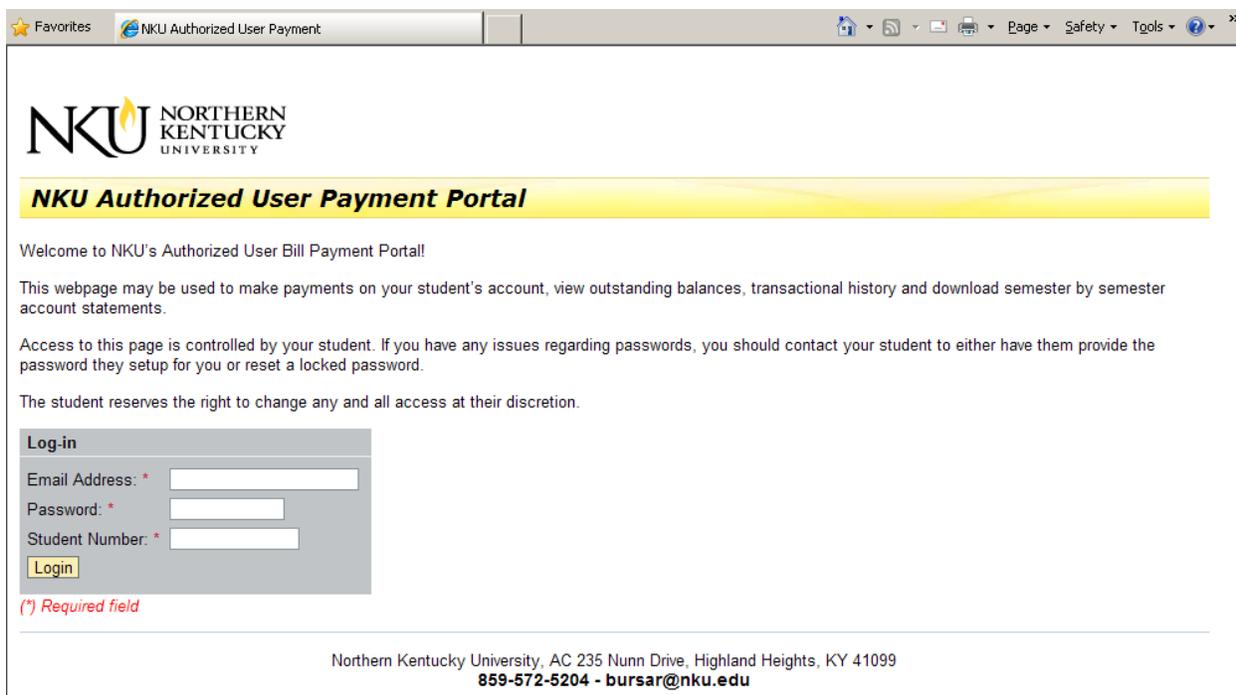


# NKU Authorized User Payment Portal Instruction Guide

## Paying by E-Check

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, 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 e-check, begin by entering the amount you wish to pay in the **Amount** field. Then select **“Electronic Check”**. The page will then provide fields to enter your banking information:

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

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Balance Due: **\$ 1,000.00** [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.

**Electronic Check Payment**

Account Nickname:

Name on the Account (as it appears on bank statement):

Bank Routing Number:

Bank Account Number:

[Sample Check](#)

[Process Payment](#)

**Download Account Statements**

Academic Periods:  [Download](#)

**Current Unpaid Items:**

Date	Description	Amount
07/17/2012	Fall 2012-2013 Res Tuition UG	\$ 500.00
07/17/2012	Fall 2012-2013 Res Tuition UG	\$ 435.00
08/29/2012	Fall 2012-2013 Payment Plan Enrollment Fee	\$ 50.00
10/01/2012	Fall 2012-2013 Web Credit Card Payment	\$ 12.00
10/12/2012	Fall 2012-2013 Web Credit Card Payment	\$ 500.00
10/29/2012	Fall 2012-2013 Web Credit Card Payment	\$ 1.00
11/02/2012	Fall 2012-2013 Web Credit Card Payment	\$ 1.00
11/02/2012	Fall 2012-2013 Web Credit Card Payment	\$ 1.00

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).

Electronic Check Payment	
Account Nickname:	<input type="text" value="Checking"/>
Name on the Account (as it appears on bank statement):	<input type="text" value="Victor Viking"/>
Bank Routing Number:	<input type="text" value="042000013"/>
Bank Account Number:	<input type="text" value="1122334455"/>
<a href="#">Sample Check</a>	
<input type="button" value="Process Payment"/>	

You will enter the following information:

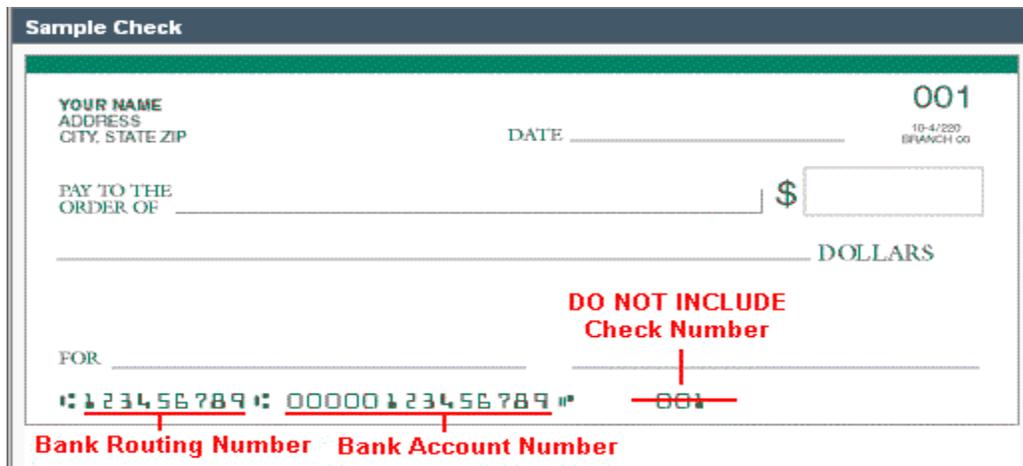
**Account Nickname:** This can be any designation of your choice, from “checking” to “savings” to “Joe’s Tuition Account”.

**Name on the Account:** The name of the account holder as it appears on your bank statement

**Bank Routing Number:** Enter the 9 digit routing number for your bank.

**Bank Account Number:** Your actual account number. After entering the number, please take a moment to verify the number has been entered accurately to insure that there will be no errors in deducting the funds from your account.

If you are copying the information down from a personal check and are curious as to where to find your routing and account numbers, click the link “**Sample Check**”:



Once you have entered all of the required information, click “**Process Payment**”.

Once the payment has been submitted, the balance due will reflect the payment submitted, and you will also see a confirmation showing that the payment has been successfully processed:

**Account Statement**

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Balance Due: **\$ 500.00**



**Payment**

Amount:

0.00

- Electronic Check
- Credit Card

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

**Process Payment**

Payment has successfully processed.



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.

Please note that it will take between 2 to 3 business days for the funds to be deducted from your bank account.