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:

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:

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:
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).

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):*

![Payment Screen](image)

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

![Payment Confirmation](image)

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.