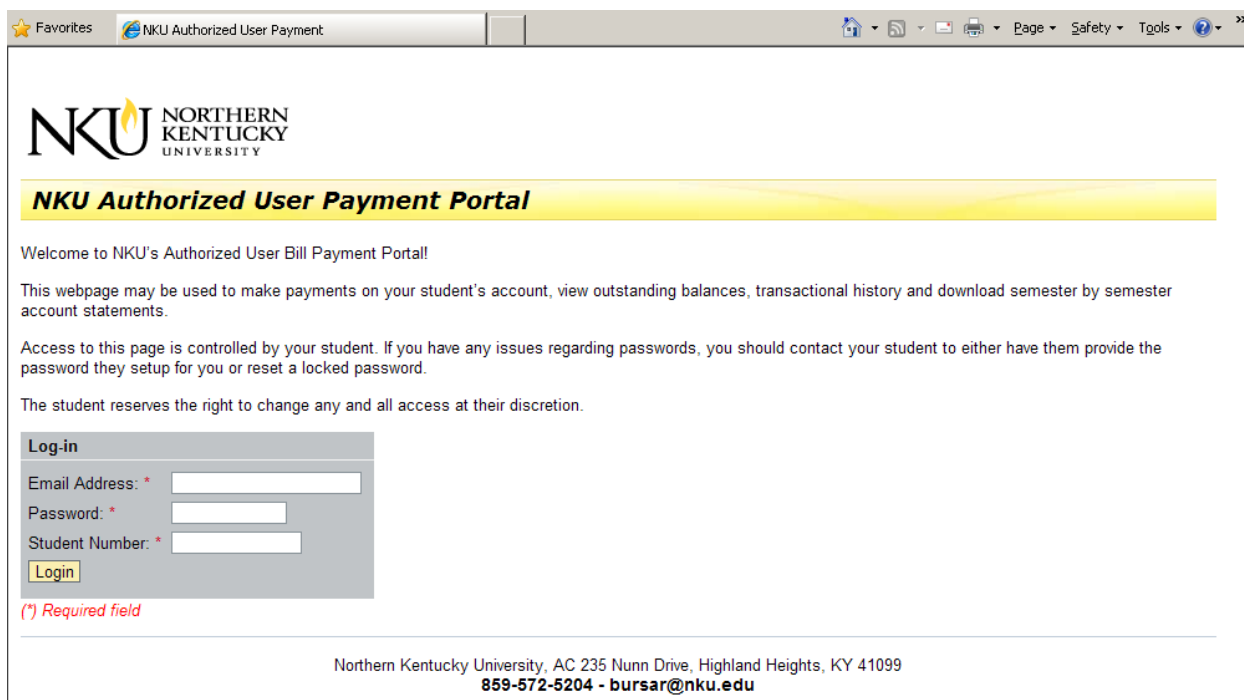


NKU Authorized User Payment Portal Instruction Guide

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 address bar displaying "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 includes a welcome message, a brief description of the portal's functions, and a login section. The login section has three input fields: "Email Address: *", "Password: *", and "Student Number: *", each followed by a text box. A "Login" button is positioned below these fields. A red asterisk note indicates that the fields are required. At the bottom of the page, contact information for Northern Kentucky University is provided.

Log-in

Email Address: *

Password: *

Student Number: *

Login

(*) Required field

Northern Kentucky University, AC 235 Nunn Drive, Highland Heights, KY 41099
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](#)

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

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

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859-572-5204 - 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

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:

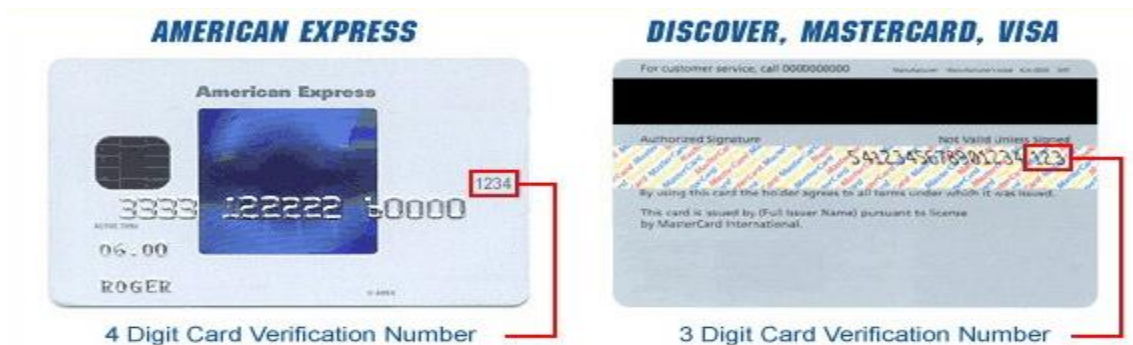
Cardholder Name: This is the name written as shown on the front of the credit/debit card you are using.

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, a summary table displays: Amount to Pay (\$ 50.00), Service Charge (\$ 1.25), and Total Payment (\$ 51.25). Below this is a 'Select Your Payment Method' section with tabs for 'Existing E-Check', 'New E-Check Account', and 'Credit Card'. A progress bar indicates three steps: 1. Edit, 2. Review, and 3. Confirmation. The 'Review' step is 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: Card Holder Name (John Smith), Credit Card Type (American Express), Credit Card Number (371449635398431), Exp Date (10 / 15), and CVV (321). A 'Review' button is located at the bottom of the details section. The NKU logo is in the top right corner, and a 'Close' button is at the bottom right.

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 indicates three steps: 1. Edit, 2. Review, and 3. Confirmation. The 'Confirmation' step is active. The 'Payment Confirmation' section states: 'Payment has been completed successfully.' Below this, it says: 'A receipt has been emailed to your NKU email account.' A box contains the 'Confirmation number : \372870493'. 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.