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:

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

Balance Due: **$1,571.85**

Payment

Amount: 0.00

- Electronic Check
- Credit Card

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

Download Account Statements

Academic Period: 2012-2013 Fall

Current Unpaid Items:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/2012</td>
<td>Fall 2012-2013 Web Credit Card Payment</td>
<td>$157.85</td>
</tr>
<tr>
<td>09/22/2012</td>
<td>Fall 2012-2013 Web Credit Card Payment</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

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

Balance Due: **$1,000.00**

Payment

Amount: 500.00

- Electronic Check
- Credit Card

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

Electronic Check Payment

Account Nickname: Checking

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

Routing Number: 090090013

Account Number: 1122334456

Download Account Statements

Academic Period: 2012-2013 Fall

Current Unpaid Items:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/17/2012</td>
<td>Fall 2012-2013 Web Tuition UO</td>
<td>$500.00</td>
</tr>
<tr>
<td>09/22/2012</td>
<td>Fall 2012-2013 Payment Plan Enroll UO</td>
<td>$400.00</td>
</tr>
<tr>
<td>10/01/2012</td>
<td>Fall 2012-2013 Web Credit Card Payment</td>
<td>$50.00</td>
</tr>
<tr>
<td>10/12/2012</td>
<td>Fall 2012-2013 Web Credit Card Payment</td>
<td>$12.00</td>
</tr>
<tr>
<td>10/22/2012</td>
<td>Fall 2012-2013 Web Credit Card Payment</td>
<td>$1.00</td>
</tr>
<tr>
<td>11/02/2012</td>
<td>Fall 2012-2013 Web Credit Card Payment</td>
<td>$1.00</td>
</tr>
<tr>
<td>11/03/2012</td>
<td>Fall 2012-2013 Web Credit Card Payment</td>
<td>$1.00</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Nickname</td>
<td>Checking</td>
</tr>
<tr>
<td>Name on the Account (as it appears on bank statement)</td>
<td>Victor Viking</td>
</tr>
<tr>
<td>Bank Routing Number</td>
<td>042000013</td>
</tr>
<tr>
<td>Bank Account Number</td>
<td>112234456</td>
</tr>
</tbody>
</table>

Sample Check

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**

Balance Due: **$ 500.00**

**Payment**

- **Amount:**
  - 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.