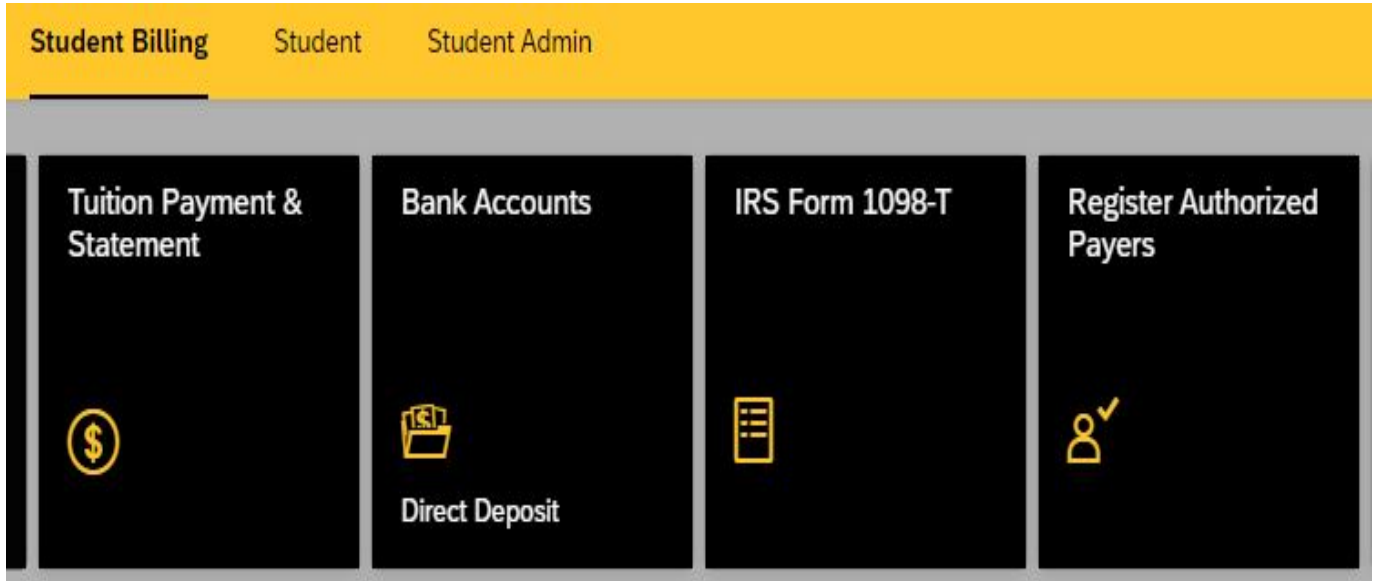## Paying by Existing E-check Account

To pay your bill by using an e-check account previously entered for payment or direct deposit refunding, log into your MyNKU Account. Click **Student Billing** and select the **Tuition Payment & Statement**:

A window will appear showing the balance due. You have the option of either paying the full amount due or making a partial payment by selecting either **Pay Balance in Full** or **Partial Payment**:

(**Note**: When selecting the partial payment option, the system does not determine the amount paid. Any amount paid must be manually entered in the box located to the right of the **Partial Payment** option)

Enter the amount to be paid and click **E-check**. The following screen will pop up:

Select account for payment:					$7.50 Payment
Delete	Refunds	Name on Account	Bank	Account	
🗑	☑	Victor Viking	US BANK NA	X6789	›
					+ Add Account

To use the existing account to submit payment, click the arrow to the right of the account:

Select account for payment:					$7.50 Payment
Delete	Refunds	Name on Account	Bank	Account	
🗑	☑	Victor Viking	US BANK NA	X6789	⟶ ›
					+ Add Account

A screen asking to confirm payment will then pop up. Once you have confirmed the amount to be paid and the account information you wish to use to pay, click **Confirm Payment:**

Check Payment

Name on Account:
Victor Viking

Routing Number:
042100175

Account Number:
X6789

Payment:
$7.50

Confirm Payment

The following notice will appear once payment has been successfully submitted:

☑ Success

A receipt was sent to your NKU email account. Confirmation number: \658247129

OK

A receipt will also be e-mailed to your NKU e-mail account confirming submission of payment.

Please note that submission of an e-check payment online does not mean that the payment has cleared your bank. It will take between 2 to 3 business days for the funds to be deducted from your bank account.