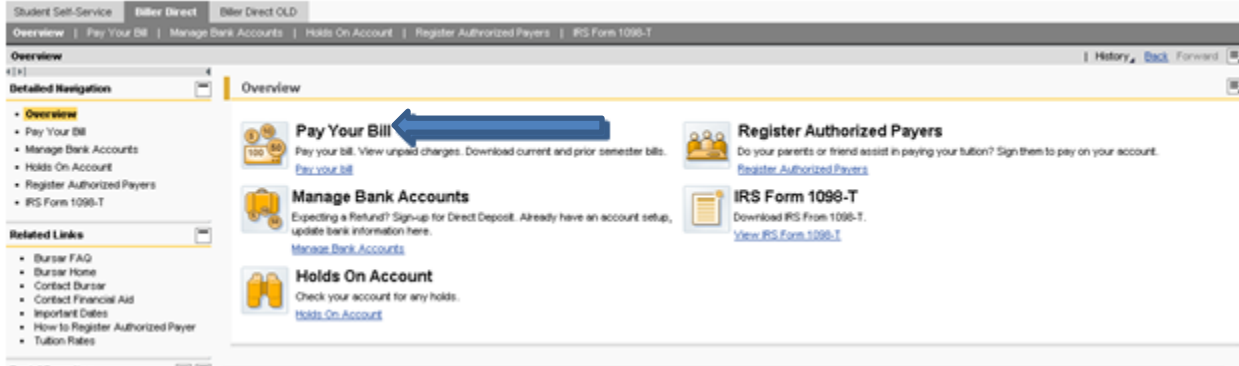


Paying by Existing E-check Account

To make payments with an existing e-check account, start by logging in to your Biller Direct account through MyNKU. Once you have logged in the following screen will appear:



Click the **“Pay Your Bill”** link. 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”**:

Account Statement		
Balance Due:	\$ 1,414.66	<input checked="" type="radio"/> Pay Balance in Full
		<input type="radio"/> Partial Payment <input type="text" value="0.00"/> PAY BILL NOW
Current Unpaid Items:		
Date	Description	Amount
10/01/2012	Fall 2012-2013 Web Credit Card Payment	\$ 514.66
10/01/2012	Fall 2012-2013 Web Credit Card Payment	\$ 157.19
10/02/2012	Fall 2012-2013 Web Credit Card Payment	\$ 900.00
Download Account Statements		
Academic Periods:	2012-2013 Fall	DOWNLOAD

(**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)

After entering the amount to be paid and clicking “Pay Bill Now”, the following screen will pop up:

The screenshot shows a web interface for selecting a payment method. At the top left, there is a box labeled "Amount to Pay" containing the value "\$ 414.66". The NKU logo is in the top right corner. Below this is a section titled "Select Your Payment Method" with three tabs: "Existing E-Check", "New E-Check Account", and "Credit Card". A progress bar shows three steps: "1 Select", "2 Review", and "3 Confirmation", with the first step highlighted. Below the progress bar is a "Select Bank Account" section with two options: "Checking-1122334455" (highlighted) and "Mom and Dad Checking-9988776655". A "Review" button is at the bottom of this section. A "Close" button is in the bottom right corner.

You may highlight which account you would like to pay with by clicking the box next to that account. Once you have selected the account to be used for payment, click the “Review” button. A page showing the selected account information will pop up:

The screenshot shows the same web interface, but now the second step of the process is active. The progress bar shows "1 Select", "2 Review" (highlighted), and "3 Confirmation". Below the progress bar is a "Bank Account Details" section with the following information: "Account Nickname : Checking", "Name on Bank Account : Victor Viking", "Bank Routing Number : 042000013", and "Bank Account Number : 1122334455". At the bottom of this section are two buttons: "Select" and "Process Payment". A "Close" button is in the bottom right corner.

Should you decide to use another account instead, you have the option on this page of clicking “Select”. This will take you to the previous pop-up screen where you may choose a different account.

Once you have confirmed the account information is correct, click **“Process Payment”**. The following confirmation screen will appear:

Amount to Pay
\$ 414.66

Select Your Payment Method

Existing E-Check | New E-Check Account | Credit Card

1 Select — 2 Review — 3 **Confirmation**

✓ **Payment has been completed successfully.**

✉ A receipt has been emailed to your NKU email account.

Confirmation number : 1373300566

Close

A receipt will also be e-mailed to your NKU e-mail account confirming the payment has been submitted.

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