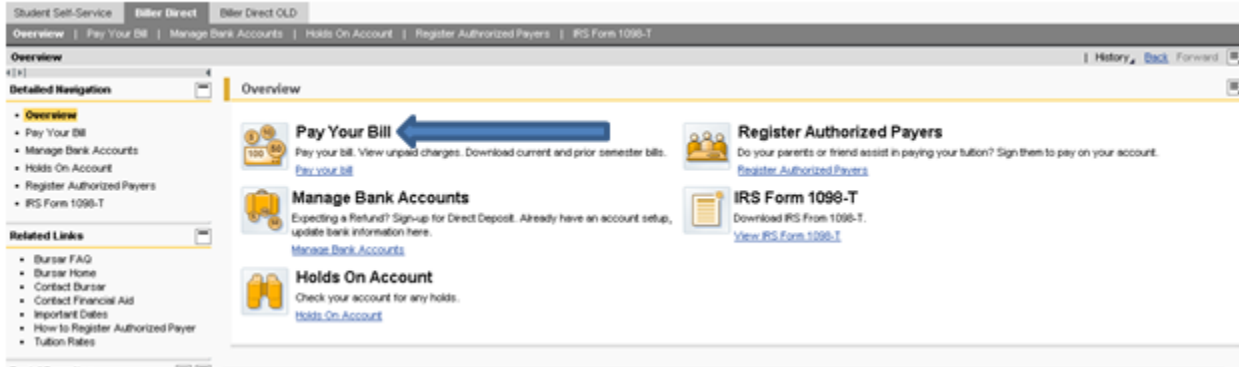


Payment by Creating a New E-Check account

To pay your bill by entering a new e-check account, log into your Biller Direct Account and click on **“Pay Your Bill”**:



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:

Amount to Pay
\$ 500.00

Select Your Payment Method

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

1 Select — 2 Review — 3 Confirmation

Select Bank Account

- The Bank of Kentucky-1007319
- Checking-39839393

Review ▶

Close

To pay with an account not already listed, click the “New E-Check Account” tab:

Amount to Pay
\$ 500.00

Select Your Payment Method

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

1 Edit — 2 Review — 3 Confirmation

Bank Account Details

Account Nickname : * ?

Name on Bank Account : *

Bank Routing Number : *

Bank Account Number : *

Confirm Bank Account Number : *

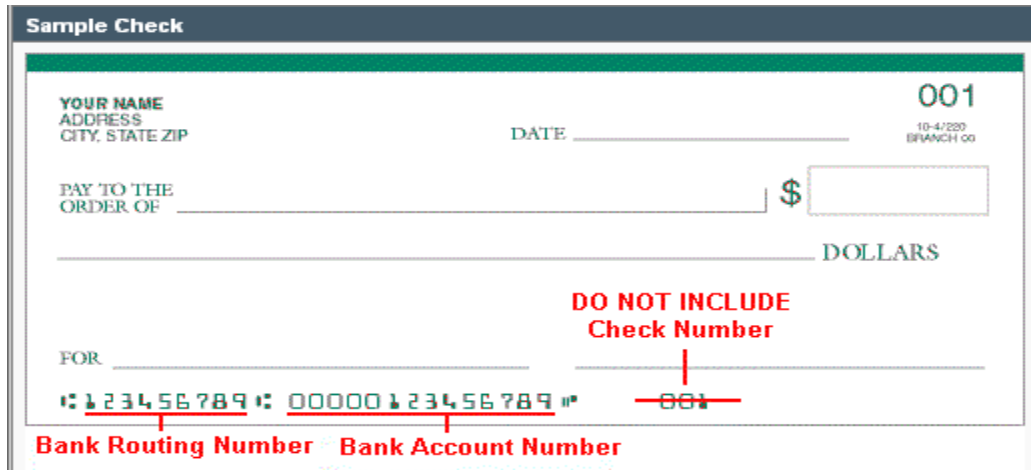
* Indicates Required Field.

[How to Locate Account Information](#)

Review ▶

Close

Here, you will be asked to enter the information indicated above including your nine digit routing number. 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 **“How to Locate Account information”**:



Once you have entered your account information, click the **“Review”** button. A page will pop up allowing you to review your information. If you need to change any of the information you have submitted, click the **“Edit”** button. This will take you to the previous screen where you may make any necessary changes to your account information:

The image shows a payment method selection screen. At the top, there is a section for "Amount to Pay" with a value of "\$ 500.00" and the NKU logo. 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 shows three steps: 1. Edit, 2. Review (highlighted), and 3. Confirmation. The "Bank Account Details" section contains the following information: Account Nickname: Checking; Name on Bank Account: Victor Viking; Bank Routing Number: 042000013; Bank Name: U.S. BANK NATIONAL ASSOCIATION; Bank Account Number: 1122334455; Confirm Bank Account Number: 1122334455. At the bottom, there are buttons for "Edit" and "Process Payment", with blue arrows pointing to them. A "Close" button is located at the bottom right of the page.

Once you are satisfied that the information is correct, click **“Process Payment”**: The following confirmation screen will appear:

The screenshot shows a web interface for payment confirmation. At the top left, under the heading "Amount to Pay", the value "\$ 500.00" is displayed in a yellow box. 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 below the tabs shows three steps: "1 Edit", "2 Review", and "3 Confirmation". Step 3 is highlighted in orange. Below the progress bar, a green checkmark icon is followed by the text "Payment has been completed successfully." Below that, an envelope icon is followed by the text "A receipt has been emailed to your NKU email account." At the bottom of the main content area, the text "Confirmation number : \373814562" is displayed. A "Close" button is located in the bottom right corner of the window.

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.