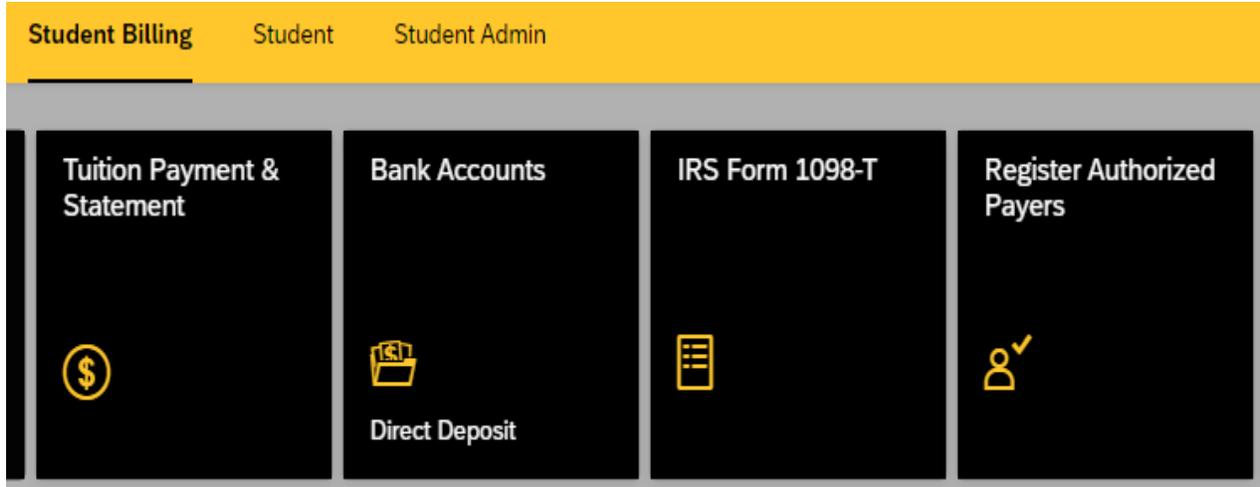## Payment by Creating a New E-Check account

To pay your bill by entering a new e-check account, log into your MyNKU Account. Click S**tudent Billing** and select the first option under **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:

Delete	Refunds	Name on Account	Bank	Account	
🗑	☑	Victor Viking	US BANK NA	X6789	›

Select account for payment: **$7.50** Payment

+ Add Account

To pay with an account not already listed, click the **Add Account** button on the bottom right:

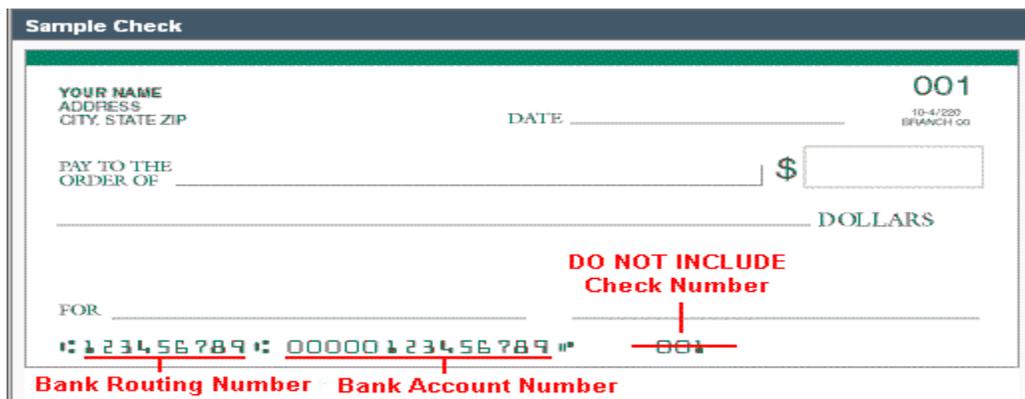### Add Bank Account

Name on Account:

Routing Number:

Account Number:

Confirm Account Number:

☐   Set as preferred account for direct deposit refunds.

Submit

Here, you will be asked to enter the information indicated above including your bank's 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"**:

Sample Check

YOUR NAME
ADDRESS
CITY, STATE ZIP
001
DATE _____
10-4/220
BRANCH 00

PAY TO THE
ORDER OF _____ $ [   ]

_____ DOLLARS

DO NOT INCLUDE Check Number

FOR _____

⑈123456789⑈ 0000012345678⑈ ⑆001⑆

Bank Routing Number   **Bank Account Number**

Once you have entered your account information, click the **Submit** button

After clicking Submit, you will be sent to the previous screen where you can select the account you just entered to make payment by clicking the arrow to the right of it:

Delete	Refunds ⚠	Name on Account	Bank	Account	
🗑	☐	Victor Viking	US BANK NA	X6789	⟩
🗑	☐	Victor Viking	U.S. BANK NATIONAL ASSOCIATION	X3456	⟩
🗑	☐	Victor Viking	US BANK NA	X3987	⟩
🗑	☐	Victor Viking	FIFTH THIRD BANK	X9654	⟩

Select account for payment: $7.50 Payment

+ 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:
042000314

Account Number:
X9654

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.