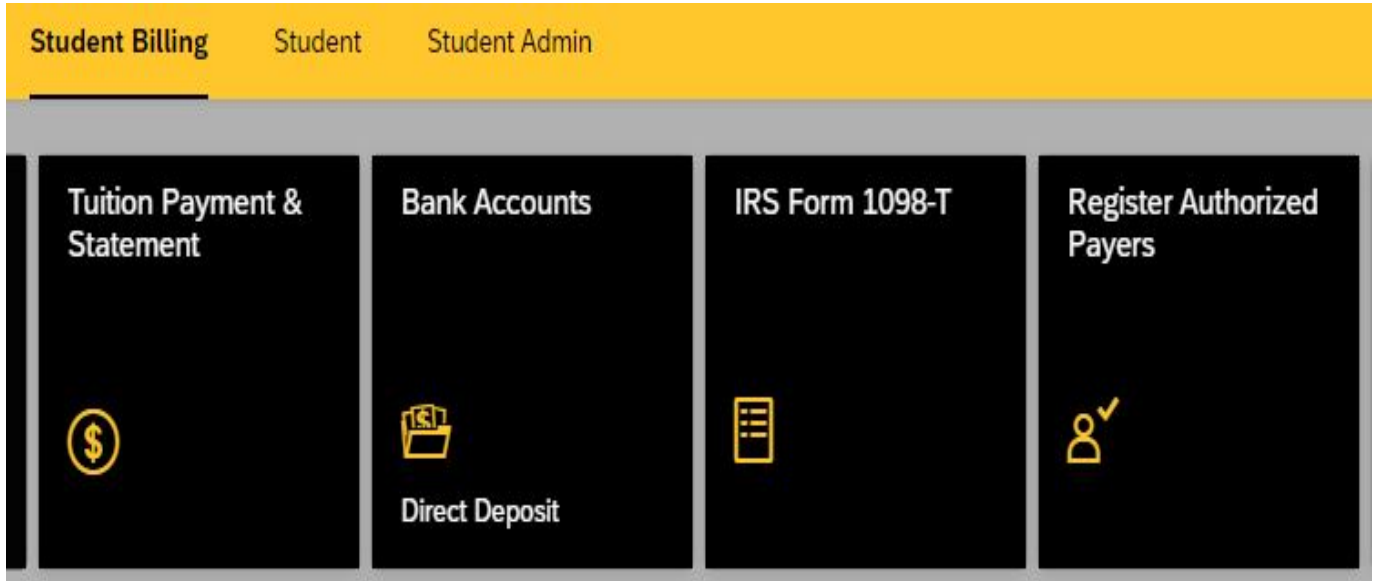


## Paying by Existing E-check Account

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**:

A screenshot of the MyNKU payment interface. The page title is 'Tuition & Fees'. Under 'Balance Due:', there is a link for 'Additional Information'. To the right, under 'Payment:', there are two radio buttons: 'Pay in Full' (selected) and 'Partial Amount'. Below these are three input fields: a dollar sign followed by a text box, a button with a checkmark icon labeled 'E-Check', and a button with a credit card icon labeled 'Credit Card (2.5% Fee)'. At the bottom, there is a 'View Statement' link and a dropdown menu labeled 'Select statement...'.

**(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
	<input checked="" type="checkbox"/>	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
	<input checked="" type="checkbox"/>	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:

<input checked="" type="checkbox"/> Success
A receipt was sent to your NKU email account. Confirmation number: \658247129
<a href="#">OK</a>

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.