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](Image)

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

![Select account for payment](Image)

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](Image)

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