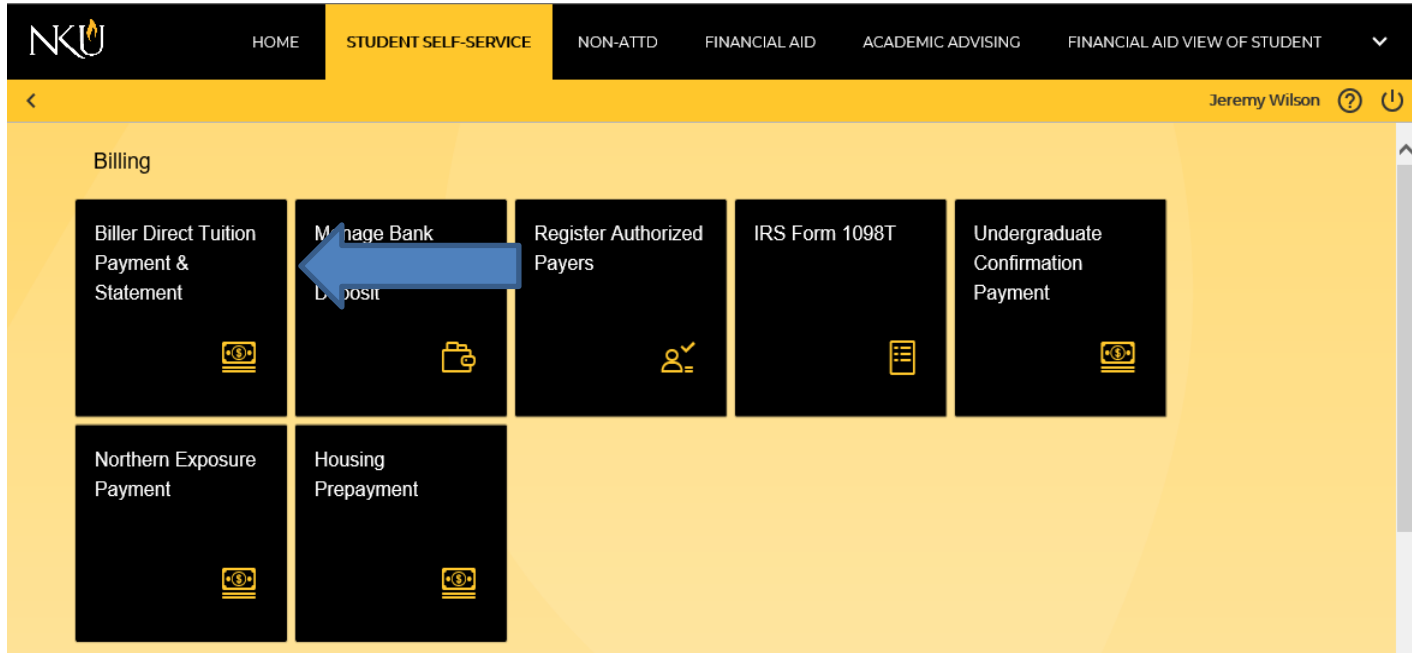



Payment by Credit Card

To pay your bill by credit card, log into your MyNKU Account. Click the **Student Self-Service** tab and select the first option under **Billing - Biller Direct 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)

After clicking “Pay in Full” or “Partial Pay”, click the “Credit Card” option (note – payments submitted by credit card will be assessed an additional 2.5% Service Fee).

The following window will then pop up, asking for your card information:

Credit Card Payment

Amount		+	Service Charge		=	Total Payment
\$7.50			\$0.19			\$7.69

AMERICAN EXPRESS

VISA

MasterCard

DISCOVER

Credit Card Number

Exp Month

▼

Exp Year

▼

Pay

When entering payment information, make sure to check that all fields have been completed and double check your information in order to minimize a chance for error in processing. All fields are required (please see example below).

Credit Card Payment

Amount		+	Service Charge		=	Total Payment
\$7.50			\$0.19			\$7.69

AMERICAN EXPRESS

VISA

MasterCard

DISCOVER

37449635398431

05

▼

2025

▼

321

John Smith

Pay

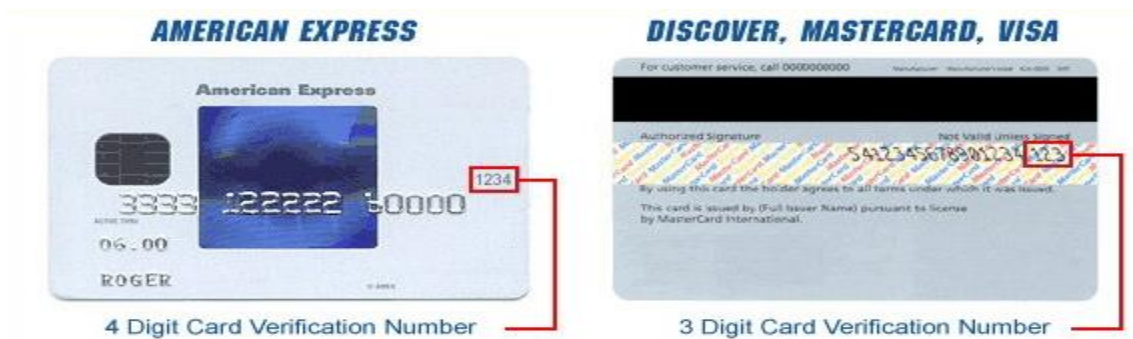
You will enter the following information:

Cardholder Name: This is the name written as shown on the front of the credit/debit card you are using.

Credit Card Number: Enter the 16 digit card number listed on the front of the credit/debit card.

Exp Date: Select from the drop down the month/year that corresponds to the expiration date on your credit/debit card.

CVV: This is a 3 or 4 digit number found usually on the back of the credit card. For additional help in locating the CVV number, click “Where do I find my CVV? The following pop-up will show you where to locate the number:



Once you have entered all of the required information, click **Pay**.

A confirmation screen acknowledging submission of the payment will then pop up:

Credit Card Payment

Payment has been completed successfully.

A receipt has been emailed to your email account

Receipt No:	\658244072
Amount:	\$7.69

An e-mail serving as receipt for the payment will also be sent to your NKU email address.