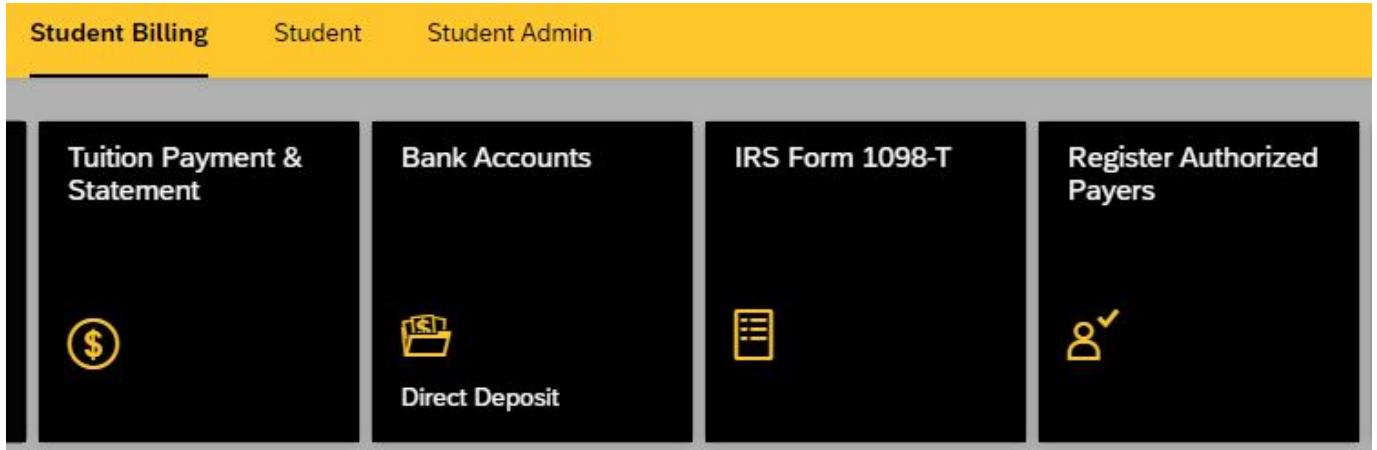


Payment by Credit Card

To pay your bill by credit card, log into your MyNKU Account. Click **Student Billing** and select **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 Tuition & Fees payment window. The window has a white background with a yellow header. The main content area is titled 'Tuition & Fees'. Below the title, there are two sections: 'Balance Due:' and 'Payment:'. The 'Balance Due:' section includes a link for 'Additional Information'. The 'Payment:' section has two radio buttons: 'Pay in Full' (selected) and 'Partial Amount'. To the right of the radio buttons is a text input field with a dollar sign icon. Below the input field are two buttons: 'E-Check' and 'Credit Card (2.5% Fee)'. At the bottom of the window, there is a 'View Statement' link and a dropdown menu labeled 'Select statement...'.

Tuition & Fees

Balance Due:

[Additional Information](#)

Payment:

Pay in Full Partial Amount

\$

[View Statement](#)

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)

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

▼





▼

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

▼

▼

Pay

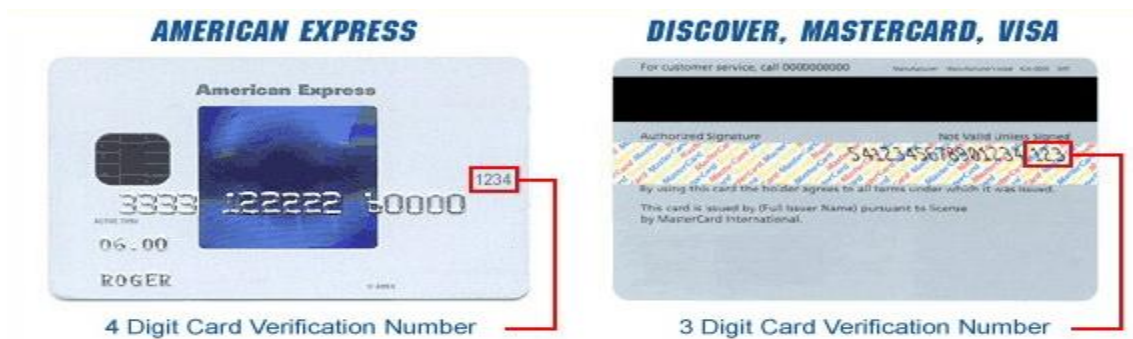
You will enter the following information:

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.

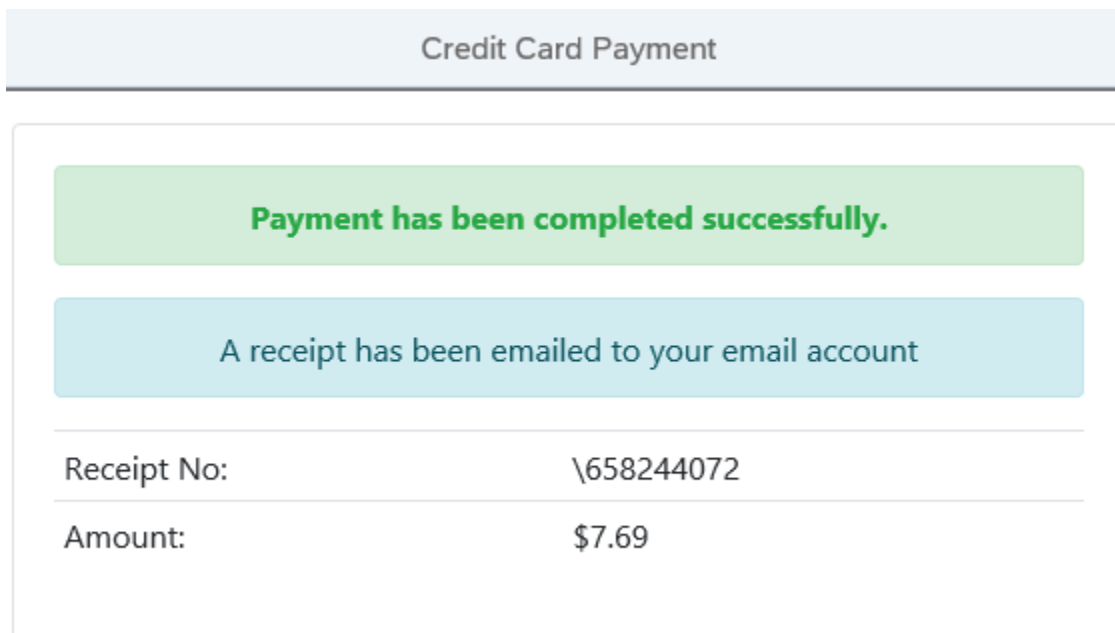
Exp Date: Select from the drop down the month/year that corresponds to the expiration date on your credit/debit card.

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:



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