

How to Pay My Student Account From Checking or Savings Account

Once Logged in to your account:

- The **My Account** tab will show balances due and announcements regarding due dates.
 - The **eBills** tab will show the most recent billing statement.
 - The **Payments** tab will allow you to make a payment, view other payment details, view payment history, and view installment plan information.
1. From the **Payments** tab, select **Make a Payment**.
 2. Click **Current Balance** and enter the payment amount and date. The current balance and current date will default but both can be changed.
 3. Click **Continue**.
 4. The **Payment Method** will be **New Electronic Check (checking/savings)**.
 5. Click **Select**.
 6. The **Account Type** will be **Checking** or **Savings**.
 7. Fill in the ABA routing number, the account number and the name on the account.
 8. You will have the option to save the payment information for future use.
 9. Click **Continue**.
 10. The transaction details and Agreement will be displayed. Please read this carefully then check **I Agree** to confirm that you agree to the terms and conditions.
 11. Click **Submit Payment**.
 12. A confirmation page will be displayed and an email will be sent.