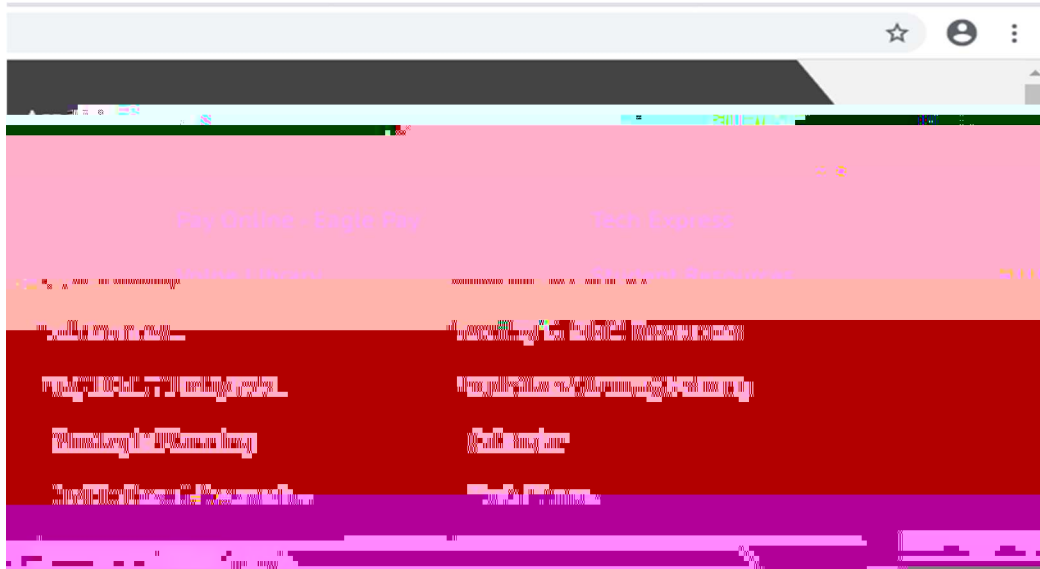


How to Set Up a Check (ACH) Payment Method

1 Visit the Tennessee Tech Website Homepage

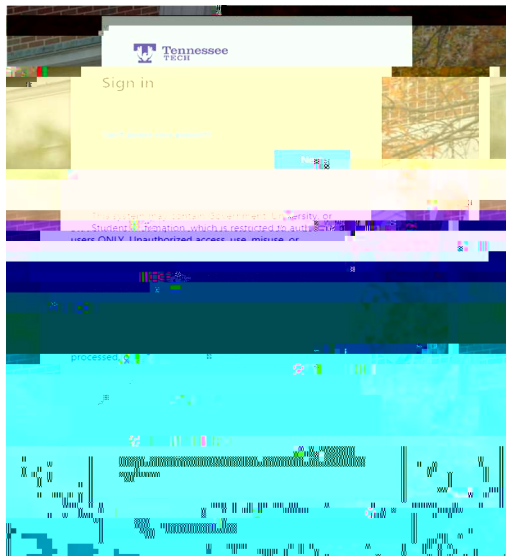
a <https://www.trtchedu>

2 Move your cursor to the express tab in the top right corner and select "Tech Express"

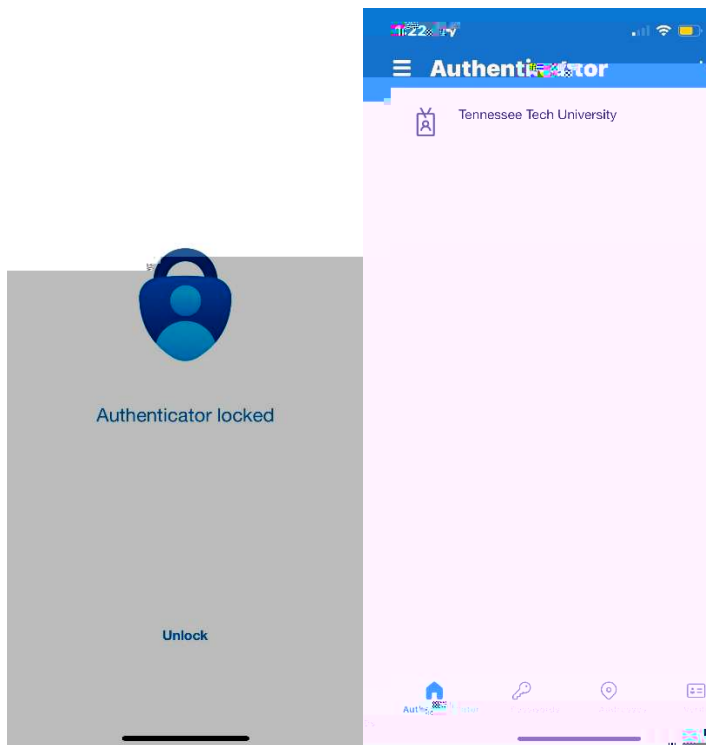


3 Login to Tech Express using your Username and Password

Note Username is the first portion of your student email (jasmith42)



Note: After signing into Tech Express it will prompt you to use your Mobile Authenticator App



After using the Mobile Authenticator, it will take you to the next page you see below

4 Select the "Edge Pay" icon in the Quick Links toolbar of Tech Express



7 Enter your bank account information. This includes account number, routing number, and billing address. Your account and routing numbers can be found at the bottom of a check.

Be careful as entering this information incorrectly will cause your payment to be returned. This will incur a \$30 returned check fee on your student account.

You can select to use this payment method as a direct deposit account to receive future refunds if you would like. Once you have finished filling out this information, select

The screenshot shows a web form titled "Add New Payment Method". It contains several input fields: "Name on account:", "Account number:", "Routing number:", and "Billing address:". Below these fields is a "Refund Options" section with a checkbox labeled "Check" and the text "I would like refunds to be deposited into this account". A yellow arrow points to this checkbox. At the bottom right of the form, there are two buttons: "Cancel" and "Complete", with the "Complete" button highlighted by a yellow box. A note at the bottom of the form states: "Electronic Check - Payments can be made from your personal checking or savings account."

8 A window with the ACH Payment Agreement will popup. Please read this screen carefully. Once you have read and understand the terms and conditions, select . Then select .



9 You have now set up your electronic check payment method. Your new payment method is now visible under your saved payment methods.



