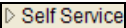
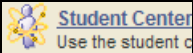

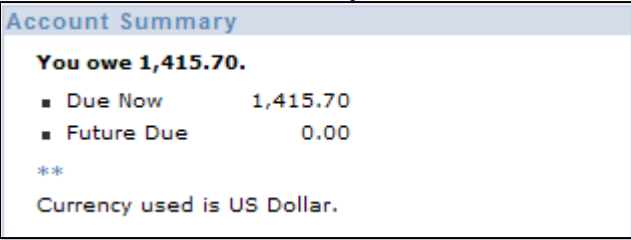


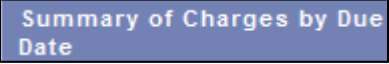

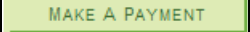
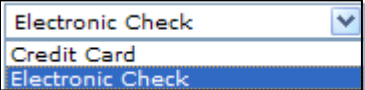
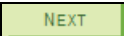
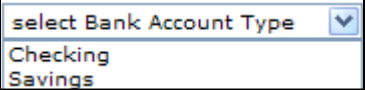



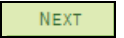

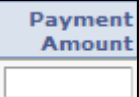



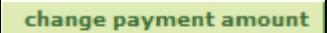
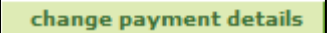

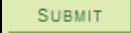




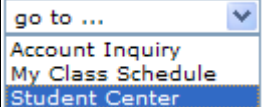

## Viewing Your Account and Making an Electronic Check Payment

- Learn how to look up your student account information
- Learn how to make a payment by using electronic check
  - Step 1. Select Payment Method
  - Step 2. Specify Payment Details
  - Step 3. Specify Payment Amount
  - Step 4. Confirm Payment
  - Step 5. Payment Result

After successful login to MyNIU at <http://myniu.niu.edu> :

1.	<b>Navigation:</b> Self Service > Student Center
2.	Click the <b>Self Service</b> link. 
3.	Click the <b>Student Center</b> link. 
4.	Information about your Student Account is located in the <b>Finances</b> area of the self service page. 
5.	Notice the <b>Account Summary</b> area. 
6.	Click the <b>Account Inquiry</b> link. 
7.	Click the <b>Charges Due</b> link to see additional details about your account. 
8.	On the <b>Charges Due</b> page, you can view the <b>Summary of Charges</b> and additional details in the <b>Details by Charge</b> area.  
9.	Click the <b>Make a Payment</b> button. 

<p>10.</p>	<p>Select a <b>Payment Method</b> from the dropdown list. This is step one of five steps.</p> <p><b>Note:</b> If you wish to use multiple credit cards or bank accounts to pay off your balance, you will need to submit multiple transactions.</p> <p>A 2.4% convenience fee will be added to your Credit Card payment. We do not charge a convenience fee for eCheck transactions.</p> <p><b>Example:</b> Select Electronic Check.</p> 
<p>11.</p>	<p>Click the <b>Next</b> button.</p> 
<p>12.</p>	<p>Enter the names as it appears on the bank account used to make the payment. You will have the option to pay from a checking account or a savings account.</p> <p><b>Example:</b> Select Checking from dropdown menu.</p> 
<p>13.</p>	<p>Enter the desired information into the <b>Routing Number</b> field.</p> <p><b>Example:</b> Enter “<b>1210xxxxx</b>”.</p> 
<p>14.</p>	<p>Enter the desired information into the <b>Account Number</b> field.</p> <p><b>Example:</b> Enter “<b>4100</b>”.</p> 
<p>15.</p>	<p>Enter the desired information into the <b>Telephone</b> field.</p> <p><b>Example:</b> Enter “<b>815-123-4567</b>”.</p> 
<p>16.</p>	<p>Click the <b>Next</b> button.</p> 
<p>17.</p>	<p><b>Note:</b> Notice the progress on the top right-hand side of the page. You are now on Step 3 of 5 to complete making a payment to your student account.</p> 
<p>18.</p>	<p>Enter the desired information into the <b>Payment Amount</b> field.</p> <p><b>Example:</b> Enter “<b>415.70</b>”.</p> 

19.	Click the <b>Next</b> button. 
20.	<b>Note:</b> On the <b>Make a Payment</b> page, you have one last opportunity to change the payment amount and / or change payment details before submitting.  
21.	Click the <b>Yes, I have read the agreement</b> option located at the bottom of the <b>Confirm Payment</b> page. 
22.	Click the <b>Submit</b> button. 
23.	In Step 5, the payment results are shown.  From this page you may view confirmed payments or make another payment by clicking on the buttons in the lower right-hand side of the page.  
24.	You may use the tabs across the top or the links across the bottom to navigate to the following pages: <ul style="list-style-type: none"> <li>• Summary</li> <li>• Charges Due</li> <li>• Payments</li> <li>• Pending Financial Aid</li> <li>• Make a Payment</li> </ul> Click the <b>Payments</b> tab. 
25.	On the <b>Payment History</b> page, you can see payments made from a specific time frame. 
26.	Use the " <b>go to...</b> " feature to navigate back to your <b>Student Center</b> .  Select <b>Student Center</b> from the dropdown menu. 
27.	Click the <b>GO!</b> button. 
28.	You have completed the Viewing Your Account and Making a Payment topic. <b>End of Procedure.</b>