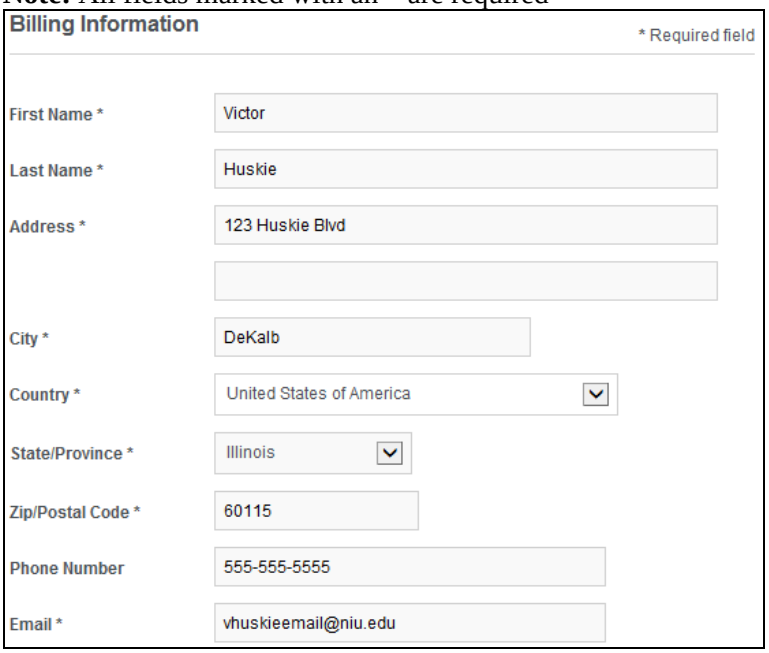
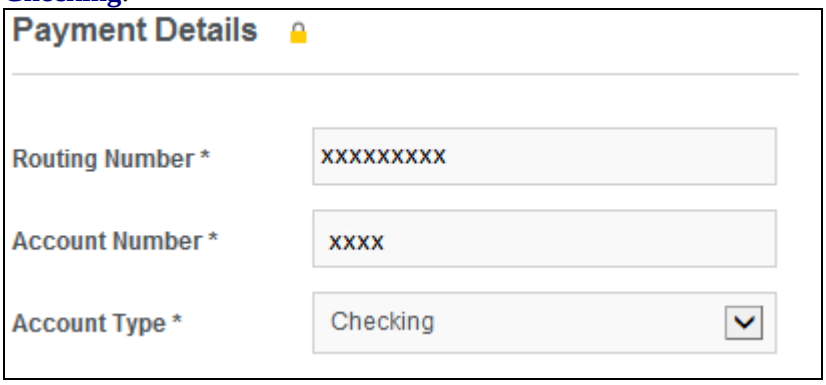
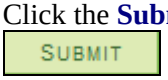
Making a Payment by eCheck

The following steps will guide you through the process of making an online eCheck payment to your student account.

Note: It is recommended when making an electronic payment to your account through MyNIU, that you allow cookies for NIU's third party payment provider - ic3.com.

After successful log in to the portal at myniu.niu.edu:

Step	Action
1.	Click the **MyNIU Student Center** link. MyNIU Student Center
2.	Click the **Make a Payment** link in the finances area. make a payment
3.	Enter the amount you wish to pay in the **Payment Amount** field. **Example:** Enter "**5.00**". Payment Amount 5.00
4.	Click the **Next** button. NEXT
5.	Select **Electronic Check** from the Pay By dropdown list. Pay By Electronic Check
6.	Click the **Next** button. NEXT
7.	Read the **Confirm Payment** message.
8.	Click the **Continue to Make Payment** button. CONTINUE TO MAKE PAYMENT

Step	Action
9.	Enter in your **Billing Information** in the appropriate fields. **Note:** All fields marked with an ***** are required 
10.	Enter in your **Routing Number**, **Account Number**, and select your **Account Type** in the Payment Details area. **Note:** The Three Account Types to choose from are **Checking**, **Savings**, and **Corporate Checking**. 
11.	Click the **Continue** button.
12.	Click the **Submit** button. 
13.	Review the payment **Confirmation Details**.

Step	Action
14.	Click the **View Confirmed Payment** button. VIEW CONFIRMED PAYMENT
15.	The **Payment History** page allows you to review all posted payments within a selected date range.
16.	To return to the Student Center, select **Student Center** from the go to... dropdown menu and click the **GO!** button. Student Center **Note:** Remember to sign out using the **Sign Out** link when you are finished using MyNIU.
17.	You have completed the Making a Payment by eCheck topic. **End of Procedure.**