

E-CHECK PAYMENT TUTORIAL

OTB Step 1: Visit paymybill.rutgers.edu and log in to your online term bill. Select the appropriate semester. Click the 'Pay My Bill' button found under the Outstanding Balance box.

The screenshot shows the Rutgers Student Account portal. The top navigation bar includes the Rutgers logo and the text 'Student Accounting, Billing, and Cashier Services Student Account'. Below the navigation bar, there are two tabs: 'Term Selection' and 'Account Summary'. The 'Choose Semester' section is active, showing a dropdown menu with 'Summer - 2023' selected and a 'Continue' button. The 'Outstanding Balance' section is also visible, showing a total balance of \$6,360.00. A red arrow points to the 'Pay My Bill' button.

Outstanding Balance	
Total Charges	\$6,360.00
Total Payments	\$0.00
Total Balance:	\$6,360.00

Charges	Payments / Account Credits
Tuition	\$6,198.00
Student Fee	\$162.00
Tuition & Fees:	\$6,360.00
Total Charges:	\$6,360.00
Total Payments:	\$0.00

OTB Step 2: On the Payment Adjustments screen, select the 'Verify Payment Adjustments' button. You can manually adjust the payment amount you wish to pay in the grey box.

The screenshot shows the 'Payment Adjustments' section of the Rutgers Student Account portal. The top navigation bar includes the text 'Term Selection', 'Account Summary', 'Payment Adjustments', and 'Verify Payment Adjustments'. The 'Payment Adjustments' section is active, showing a 'Payment Reductions' section with three checkboxes and an 'Adjust Principal Payment Amount' section. The 'Adjust Principal Payment Amount' section shows a 'Total Balance' of 6360.00 and a 'Principal Payment' of 6360.00. A red arrow points to the 'Verify Payment Adjustments' button.

Payment Adjustments

Payment Reductions

For your payment, you may be able to reduce the Total Balance by claiming certain adjustments listed below. Check only the boxes that apply to your account.

- I am receiving financial aid that was not reflected on my term bill.
- I have an external scholarship/third party payment but I am paying for part of my term bill.
- I will be receiving remission for TA/GA/Fellow/Staff/Dependant Child.

Adjust Principal Payment Amount

Total Balance	6360.00
Principal Payment	6360.00

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OTB Step 3: Select the 'Continue to Online Payment' button to pay by e-check, credit card, or International Transfer. Please note that a 2.8% convenience fee will be assessed for credit/debit payments. You will then be directed to the Nelnet payment portal.

Term Selection Account Summary Payment Adjustments **Verify Payment Adjustments**

Verify Payment Adjustments

Payment Options help

Pay by e-Check, credit card or International Transfer

A convenience fee of 2.8% of your balance paid will be added to your credit card payments.

MasterCard, Visa, Discover Card, and American Express are accepted.

Principal Payment 6360.00

[Continue to Online Payment](#)

You will be redirected to a third party vendor, QuickPay, for payment processing.

Note: You will be prompted to acknowledge the Refund Policy upon accessing the Nelnet QuickPay portal. You must then review GradGuard Tuition Insurance information and choose to enroll or decline tuition insurance. For more information, click [here](#).

Nelnet Steps 1-3: Enter Payment Information

RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

Test Payer

Make Payment

1 Payment Information 2 Payment Method 3 Payment Confirmation

Paying Student Account Payment

Required fields are marked with an *

Payment Amount *

\$ 250.00

Total amount to pay: \$250.00

[Next - Payment Method](#)

1. Select Make a Payment from the left side bar
2. Enter the amount of your payment
3. Select Next-Payment Method

E-CHECK PAYMENT TUTORIAL

Nelnet Step 4: Select A Payment Method

RUTGERS
THE STATE UNIVERSITY OF NEW JERSEY

TEST TEST TEST TEST TEST TES

Test Payer

Make Payment

1 Payment Information 2 Payment Method 3 Payment Confirmation

Select A Payment Method

Credit / Debit
Card transactions for Rutgers University are processed by Nelnet Campus Commerce, USA.
+ enter credit / debit information

eCheck **4 Select eCheck**
+ enter eCheck information

International Payments
 Flywire

Payment Method Disclosure:
The following service fees apply to Student Account Payment:
• Credit / Debit Card - 2.80%

Message Board
Payment Profiles
Authorize Payers
User Preferences
Make Payment
Transaction History
Payment Plan
Messages

Nelnet Steps 5-11: Enter E-Check Information

Make Payment

1 Payment Information 2 Payment Method 3 Payment Confirmation

Enter ECheck Payment Information

Required fields are marked with an *

Bank Account Details

5 Account Holder Name *
Test Student

6 Account Type * Checking Savings

7 Routing Number *
0000000000

8 Account Number *

9 Confirm Account Number *

10 Would you like to save account information into a Payment Profile? Save Profile

11 Profile Name
Test eCheck

5. Name of the person the financial account belongs to.
6. Indicate whether it is a Checking or Savings Account.
7. Enter your Routing Number.*
8. Enter your bank Account Number.*
9. Confirm your Account Number.
10. Want to save financial account for future payments?
11. Select your Profile Name

*If you are unsure of your Routing Number or Account Number, refer to the blue question mark icon or call your financial institution.

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Nelnet Step 12: Enter the Billing Address

Billing Address

Country *
UNITED STATES

Address *
1234 University Lane

City *
New Jersey

State *
NEW JERSEY

Zip / Postal Code *
55445

12 Billing Information for the Financial Account being used.

Nelnet Steps 13-17: Payment Information Recap and Submit Payment

Payment Information Recap

Contact Information
An email receipt will be sent to the following email address(es).
Primary Email: @nelnet.net
Add Another Email
Phone Number 1 *
13

An email receipt will be sent to the Primary email listed however, you can add an additional email as well.
13. Enter your phone number.
14. Review the Payment Amount.
15. Read the Authorization and Note.
16. Select the Authorize Payment Box.
17. Submit Payment for \$xxx.xx.

Total Amount
Paying Student Account Payment \$250.00 **14**

Authorization
By checking the Authorize Payment checkbox, you authorize the Merchant, or its Agent, to initiate a debit entry to the account indicated above at the depository financial institution named above and to debit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.
 Authorize Payment **16**

15

Note: Once you submit the above payment, it will be processed on the date indicated. Should you decide to cancel the payment once submitted, you are responsible for contacting your financial institution to request a Stop Payment Order. Please be aware that the Stop Payment Order must reach your financial institution prior to your account having been debited.

Total amount to pay: \$250.00

Submit Payment for \$250.00 **17**