**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.

![E-check payment tutorial screenshot]

**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.

![E-check payment tutorial screenshot]
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.

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

1. Select Make a Payment from the left side bar
2. Enter the amount of your payment
3. Select Next-Payment Method
Nelnet Step 4: Select A Payment Method

4. Select eCheck

Nelnet Steps 5-11: Enter E-Check Information

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 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.
**Nelnet Step 12: Enter the Billing Address**

Billing Address

- **Country**: UNITED STATES
- **Address**: 1234 University Lane
- **City**: New Jersey
- **Zip / Postal Code**: 55445

Billing information for the Financial Account being used.

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

Payment Information Recap

- **Contact Information**
  - **Primary Email**: nelnet@nelnet.net
  - **Add Another Email**
  - **Phone Number 1**

- **Total Amount**
  - **Paying Student Account Payment**: $250.00

Authorization

- **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