

# E-CHECK PAYMENT TUTORIAL

**OTB Step 1:** Visit [paymybill.rutgers.edu](https://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 main content area is divided into two sections. The left section, titled 'Choose Semester', has a sub-header 'View Student Account for' and a dropdown menu currently set to 'Summer - 2023'. A blue 'Continue' button is located at the bottom right of this section. The right section, titled 'Outstanding Balance', displays a summary of charges and payments. A red arrow points to the 'Pay My Bill' button at the bottom of this section.

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

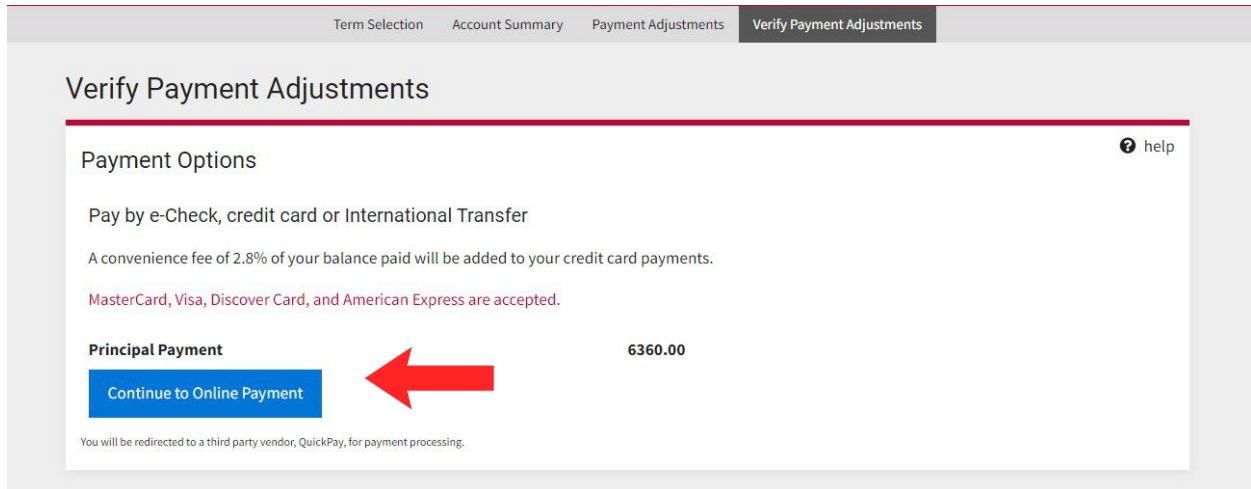
**OTB Step 2:** On the Payment Adjustments screen, select the 'Verify Payment Adjustments' button. You can manually adjust the payment amount you wish to pay in the grey box.

The screenshot shows the 'Payment Adjustments' screen. The top navigation bar includes the text 'Term Selection', 'Account Summary', 'Payment Adjustments', and 'Verify Payment Adjustments'. The main content area is titled 'Payment Adjustments' and has a sub-header 'Payment Reductions'. Below the sub-header, there is a paragraph of text: '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.' There are three checkboxes with corresponding text: '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.', and 'I will be receiving remission for TA/GA/Fellow/Staff/Dependant Child.' Below this, there is a section titled 'Adjust Principal Payment Amount' with a table showing 'Total Balance' and 'Principal Payment', both with a value of 6360.00. A red arrow points to the 'Verify Payment Adjustments' button at the bottom right of the screen.

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.



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.

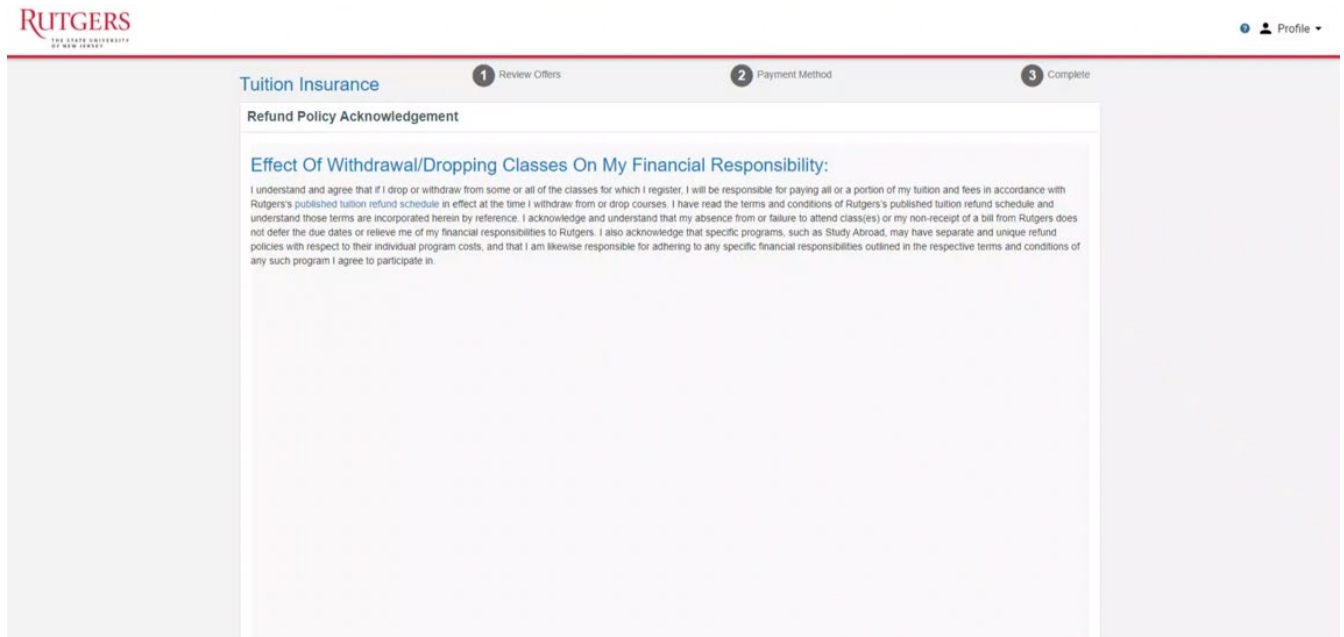
MasterCard, Visa, Discover Card, and American Express are accepted.

**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.



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OF NEW JERSEY

Profile

Tuition Insurance **1** Review Offers **2** Payment Method **3** Complete

### Refund Policy Acknowledgement

#### Effect Of Withdrawal/Dropping Classes On My Financial Responsibility:

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of my tuition and fees in accordance with Rutgers's published tuition refund schedule in effect at the time I withdraw from or drop courses. I have read the terms and conditions of Rutgers's published tuition refund schedule and understand those terms are incorporated herein by reference. I acknowledge and understand that my absence from or failure to attend class(es) or my non-receipt of a bill from Rutgers does not defer the due dates or relieve me of my financial responsibilities to Rutgers. I also acknowledge that specific programs, such as Study Abroad, may have separate and unique refund policies with respect to their individual program costs, and that I am likewise responsible for adhering to any specific financial responsibilities outlined in the respective terms and conditions of any such program I agree to participate in.

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You must then review GradGuard Tuition Insurance information and choose to enroll or decline tuition insurance. Students who choose to enroll in Tuition Insurance can view complete instructions [here](#). Please note that tuition insurance can only be purchased via credit or debit card.

**Nelnet Steps 1-3:** Upon completing the GradGuard prompts, click 'Make Payment' on the left menu and enter the amount of your payment. Click 'Next-Payment Method' to choose a payment method.

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**Nelnet Step 4:** Select E-Check as the payment method.

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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%

**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.

# E-CHECK PAYMENT TUTORIAL

## 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**