

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 this, there are tabs for '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 showing 'Summer - 2023'. A blue 'Continue' button is at the bottom right of this section. The right section, titled 'Outstanding Balance', shows a summary of charges and payments. It includes a table with 'Charges' (Tuition, Student Fee, Tuition & Fees) and 'Payments / Account Credits'. The total charges are \$6,360.00 and total payments are \$0.00, resulting in a total balance of \$6,360.00. At the bottom of this section, there are two blue buttons: 'Pay My Bill' and 'Print My Bill (Mail Payments)'. A red arrow points to the 'Pay My Bill' button.

| 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' screen. The top navigation bar includes the Rutgers logo and the text 'Student Accounting, Billing, and Cashier Services Student Account'. Below this, there are tabs for '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'. It includes a paragraph explaining that users can reduce the total balance by claiming certain adjustments. 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 the 'Total Balance' and 'Principal Payment' both at 6360.00. A red arrow points to the 'Verify Payment Adjustments' button at the bottom right.

| 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.

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.

RUTGERS
THE STATE UNIVERSITY
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](#). Tuition insurance can be purchased via e-check and credit or debit card.

Tuition Insurance

1 Review Offers 2 Payment Method 3 Complete

Student Residency

This offer is available for students who live in New Jersey during the school year. If the student lives in a different state, an updated offer may be available.

Will the student live in New Jersey during the school year? ☒ Yes ☐ No

State of residency during school year:

Tuition Insurance Offer

[Add Tuition Protection before September 05, 2023](#)

Purchase a new plan each term to help keep your financial investment protected

☐ Yes, protect my upcoming term for \$165.00 ☒ Highly Recommended

- **Compensation:** Get reimbursed up to \$15,000.00 if the student withdraws for reasons such as a covered injury or illness (mental or physical health condition)
- **Peace of mind:** Receive protection for books, supplies, instructional materials, lab/activity fees, and more
- **Flexibility:** Modify the total coverage amount of protection based on your student's needs (up to \$40,000)
- **Help when you need it:** Enjoy 24/7 assistance for emergencies, including help arranging student and family travel plans and returning the student's vehicle home

☐ No, do not protect my tuition payment. I understand I may be responsible for non-refundable expenses should the student withdraw.

Please visit [GradGuard.com](#) to purchase a plan with a different coverage amount.

Review Period: If you are not completely satisfied with your plan, you may request a refund of the unearned premium as long as you haven't initiated a claim. Premiums are non-refundable after this period.

Terms, conditions, and exclusions (including for pre-existing conditions) apply. Plans only available to U.S. residents and may not be available in all jurisdictions. Insurance benefits are underwritten by Jefferson Insurance Company. GradGuard, a service of Next Generation Insurance Group, LLC (NGI), is the licensed agent for all insurance programs. Plans include insurance benefits and assistance services. Non-insurance benefits/services, and claims administration, are provided by AGA Service Company. Plan & Pricing details, disclosures, Insurance billed separately through GradGuard. Schools do not receive compensation for purchase.

[Next](#)

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

Make Payment

1 Payment Information 2 Payment Method 3 Payment Confirmation

Paying Student Account Payment

Required fields are marked with an *

Payment Amount * 2

Account

Total amount to pay: \$5,424.50

[Next - Payment Method](#) 3

Left Sidebar Menu:

- Message Board
- Payment Profiles
- Authorize Payers
- User Preferences
- Make Payment 1**
- Transaction History
- Payment Plan
- Messages
- Tuition & Fee Protection

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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%

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

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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:
[redacted]@nelnet.net
[Add Another Email](#)
Phone Number 1 *

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

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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
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.

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Total amount to pay: \$250.00

Submit Payment for \$250.00

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