

Illinois Institute of Technology/Online Payment Guide

Access the online system through the Illinois Tech Portal. Log in to the portal, and search for the “**Manage My Account**” Tool. This will open the secure online system in a new window.

The screenshot shows the Illinois Tech Portal search interface. On the left is a navigation sidebar with categories like Dashboard, Tasks, Announcements, Resources, Events & Calendars, and Tools. The main content area shows search results for the term 'manage'. The top result, 'Manage My Account (TouchNet)', is highlighted with a yellow box. Below it are several other external links related to technology management, waitlist managers, and various programs. A search filter 'Label: "IT Manager"' is visible at the bottom.

Click on the **Make Payment** Tab from the top menu.

This screenshot displays the 'My Account' page with the 'Make Payment' tab selected in the top navigation bar. The page is divided into several sections: 'Announcement' on the left, 'Student Account' in the center showing a balance of \$3,492.48 and a 'Make Payment' button, and 'My Profile Setup' on the right with options like Authorized Users, Personal Profile, and Security Settings. A red arrow points from the 'Make Payment' button in the Student Account section to the 'Make Payment' tab in the top navigation bar.

Click **Continue**

The screenshot shows the 'Account Payment' page. It features a progress bar at the top with four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' step is active. Below the progress bar, there are input fields for 'Payment Date' (7/9/20) and a list of payment items including 'Additional items only', 'Current account balance', 'Amount due', and 'Pay by term'. A section for 'Additional Items' includes a 'UMI Scholarship Fee' with a value of \$4.50. At the bottom, there is a 'Personal Note' field and a green 'Continue' button.

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Enter Payment Amount or Pay by Term, enter payment date, and then click Continue.

Select a Payment Method

Payments can be made by credit card or checking account. A 2.85% convenience fee applies to all credit card transaction. There is no fee for payments made with a checking account. After method selection, complete all required fields and then click Select.

Please note: You will not be charged until you have reached the payment confirmation screen and submitted your payment.

If you selected: New Electronic Check (checking account):

Enter all required fields – use Routing Number Example to enter account information!

Please enter your banking information as shown in the example above.

- **Routing number** - always comes first and is exactly 9 digits.
- **Account number** - varies in length. May appear before or after the check number. Include any leading zeros, but omit spaces and non-numeric characters.
- **Check number** - is not needed. Do not include the check number.

It is important to enter your banking account information accurately, or your payment cannot be successfully completed. If you have questions, please contact your bank.

DO NOT enter your debit card number.