

# Illinois Institute of Technology/Online Payment Guide

Access the online system through the myIIT portal. Log in to the portal, and click the **“Manage My Account”** under the Finances Tab. This will open the secure online system in a new window.

The screenshot shows the myIIT Portal interface. On the left is a navigation menu with tabs: Work, Welcome, Academics, Student Life, Finances, Library, Athletics, Dinner Finance, Research, and Training and Support. The 'Finances' tab is selected. The main content area is divided into several sections:

- Financial Aid - Main Campus:** 10 W 33rd Street, Perlestein Hall, Suite 206, Phone: 312.567.7219, Email: fmail@iit.edu, Website: fmail.iit.edu. Office hours: Monday-Friday 8:30 am - 5:00 pm, Counseling Hours: noon - 4:00 pm.
- Financial Aid Awards and Requirements:** Includes links for Financial Aid Awards, Financial Aid Status, Tracking Requirements, Holds, Financial Aid Message, and Financial Aid Award Year.
- Manage Account:** Click here to access bills and statements, make a payment, enroll in a payment plan, set up direct deposit and more. **Manage My Student Account** (highlighted with a green arrow).
- Student Accounting Office:** Includes links for Student Accounting Office Website, Title IV Authorization Form, Authorized User Login Page, View and sign your Perkins or Institutional Loan Master Promissory Note, International payments and wire transfers, and Tax information and Form 1098-T.
- Scholarships:** Please visit the Outside Scholarships page on the Office of Financial Aid's website for links to their Scholarship Opportunity Spreadsheet, as well as links to their favorite scholarship search engines.
- Financial Aid - Money Management:** These tools are aimed to provide further financial resources and support to students. More details can be found on our website: <http://web.iit.edu/financial-aid/money-management>. Includes links for National Student Loan Data System, Loan Consolidation, Cash/Course, and College Loans 101.
- Financial Aid - Downtown Campus:** 565 West Adams Street, Suite 230, Chicago, IL 60662, 312.565.5180 phone, 312.565.5274 fax, fmail@kentlaw.iit.edu, www.kentlaw.edu/depts/fmail. Office hours: Monday-Friday 8:30 a.m. - 5 p.m.
- IIT Print:** To access the university-wide printing system, please visit <https://print.iit.edu>. From there you can:
  - See the printing costs for all the printers at the university;
  - See the balance of your printing account;
  - Upload a document to print;
  - Release a document to a printer; and
  - See your printing history.To install the software that will allow you to print from any of your personal devices (e.g., computer, tablet, cell phone), please visit <http://mobile1.ottads.iit.edu/91633/infop>. Please note that this link is only available when you are on any Illinois Tech campus and connected to the university's network. When you have exhausted your allotted printing credits, you can add funds for printing via TechCash. To add funds to your TechCash account, please visit <https://ptl.dbo9.com/it/>.

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

The screenshot shows the 'My Account' page with a top navigation bar containing: My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. The 'Make Payment' tab is highlighted with a red arrow. The main content area is divided into three columns:

- Announcement:** To students receiving an emergency relief grant as authorized under the CARES act: Your aid will first be disburse to your student account where it may briefly appear to reduce any existing account balances. However, it will be released to you in full to provide direct assistance. The due date for summer 2020 tuition & fees is **June 8, 2020**. The deadline for submitting Third Party Sponsor Financial Guarantee letters is **June 8, 2020**. Payments can be made online by electronic check using your bank routing and account number, or by credit card. Please note that our processor charges a nonrefundable credit card transaction fee of **2.85%**. To avoid paying credit card transaction fees you can make payment by electronic check using your checking or savings account information. International payments including wire transfers. **Housing/Meal Plan Charge** For questions about your housing/meal plan charges, contact Resident and Greek Life [housing@iit.edu](mailto:housing@iit.edu) or 312.567.5476.
- Student Account:** ID: xxxxx6321, Balance: \$3,492.48. Includes buttons for View Activity and Make Payment (highlighted with a red arrow). Below this is a Statements section with a View Statements button.
- My Profile Setup:** Includes links for Authorized Users, Personal Profile, Payment Profile, Security Settings, Consents and Agreements, and Electronic Refunds. Below this is a Term Balances section.

Click **Continue**

The screenshot shows the 'Account Payment' page with a top navigation bar containing: My Account, Make Payment, Payment Plans, Deposits, Refunds, and Help. The 'Make Payment' tab is selected. The page has a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' step is active. The page shows the following information:

- Payment Date: 7/9/20
- Additional Items only: \$3,492.48
- Current account balance: \$3,492.48
- Amount due: \$3,492.48
- Pay by term: \$3,492.48
- Payment due now: \$4.50
- Additional Item Total: \$0.00
- Payment Total: \$0.00

At the bottom of the page, there is a Personal Note field and a **Continue** button highlighted with a green arrow.

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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.**