

HOW TO MAKE A PAYMENT

Sign into MyNJIT > Student Services > Bursar's Office > Student Account and Payment Portal > Continue

The screenshot shows the 'Student Account' section with a balance of \$8,766.50. Below the balance is a 'View Activity' button and a red 'Make Payment' button. To the right is the 'My Profile Setup' section with links for 'Authorized Users' and 'Notifications'. Below that is the 'Term Balances' section showing a balance of \$8,766.50 for the 201710-Spring 2017 term.

Chose make payment

The screenshot shows the payment form with 'Payment Date' set to 7/12/18. Under 'Pay by term', there is a checkbox for '201710-Spring 2017'. To the right, there is a text input field for the amount, currently showing \$8,766.50. Below the amount field is the text 'Payment Total: \$0.00'. At the bottom right is a red 'Continue' button.

Pay by Term: Select term to pay

Partial payment may be made by changing the amount

Account Payment

Select Payment Method: Electronic Check or Credit Card

The screenshot shows the 'Account Payment' screen with four tabs: 'Amount', 'Method', 'Confirmation', and 'Receipt'. The 'Amount' tab is active, showing the amount \$8,766.50. The 'Method' tab is selected, showing a dropdown menu with 'Select Method' and a downward arrow. Below the dropdown are 'Back', 'Cancel', and 'Continue' buttons.

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

Electronic Check - Payments can be made from a personal checking or savings account.

Amount Method Confirmation Receipt

Amount: \$8,766.50
 Method: Electronic Check (checking/savings)

Account Information
 * Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

*Name on account:

*Account type:

*Routing number: (Example)

*Bank account number:

RE-ENTER THE ACCOUNT NUMBER IN REVERSE ORDER

*Confirm account number:

Save this payment method for future use

Save payment method as: (example My Checking)

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ELECTRONIC CHECK PAYMENT:
 NOTE: NOT acceptable payment list

Click to save this payment type for future payments

Person whose name appears on the checking or savings account
 Chose Checking or Savings
 You can obtain from bottom of check or from your Bank

Please Note: enter in reverse order

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

CREDIT CARD PAYMENT
 Note: Credit Cards have fee of 2.85%

Payment Information

Payment Amount: \$8,766.50

Payment Date: 7/12/18

Selected Payment Method

TOUCHNET PAYPATH

Paid To

New Jersey Institute of Technology
 323 Martin Luther King Blvd
 Newark, NJ 07102

Confirmation Email

Primary: th248@njit.edu

You can change amount of payment here

Receipt for payment will be emailed to this email

If you previously had a saved payment method and wish to change that you can do so here

Click Continue to enter your credit card information