

WEB PAYMENT METHOD

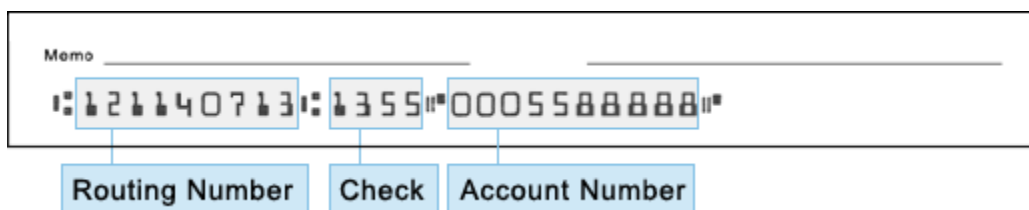
Bronco Direct provides the student with an array of services, such as the ability to pay for fees online. Students may pay online using credit cards or by e-check. Students will have a choice of paying all of their charges with one payment source or may break down payments and pay selected items by either check or credit card.

You have the option to pay by electronic check also known as echeck or web check using BroncoDirect. This payment method will electronically debit your checking account. This option is available to avoid interest charges that credit card companies may assess.

Instructions on paying by echeck:

1. Sign-on to BroncoDirect with your BroncoName and BroncoPassword
2. Under "Student Accounts" click on "Make a Payment"
3. Select Payment Method "Electronic Check"
4. Select Bank Account Type "Checking"
5. Enter your routing number - this is the 9 digit number that identifies your bank and is at the bottom left corner of your check.

Please refer to the sample check below to assist in identifying your bank's routing number and your bank account number.



6. Enter your account number
7. Enter the amount of payment
8. Check the "Yes" box to authorize the University to debit your account
9. Click "Submit"
- 10. Wait for your confirmation - your payment is not complete until you receive confirmation details with a reference number**
- 11. Print this page or write your reference number for your records**

12. Echeck payments may be returned by your bank for reasons such as:

- a. Account has been closed or frozen
- b. Lack of sufficient funds
- c. Incorrect or invalid bank routing number
- d. Incorrect checking account number

Please make sure that your account is active, has sufficient funds and that you enter the correct bank routing and account number (refer to illustration above) to avoid a **\$30.00 return fee**.