How to Pay Your NRLP Bill Online:

Browse to nrlp.appstate.edu and Click Pay Bill Online

Click the *click here link
You will be redirected to the **NRLP Customer Portal Login Page**.

Once you have registered, login with your email address and password and click **Login**.

You will see the **Home Page**:

This screen shows an overview of your account(s). You can use the dropdown box to switch between accounts.

To pay your bill, click “Pay Online Now” in the menu on the left side of your screen.

You will need to register if you have not already. Instructions to register can be found here: [http://nrlp.appstate.edu/how-tos](http://nrlp.appstate.edu/how-tos)
The **Pay Online Now** screen:

Choose your payment method by clicking the appropriate button.
Credit Card Payments:

If incorrect or mismatched information has been entered, you will be warned and the payment transaction will not process.

When payment is submitted, a confirmation page appears displaying the Account(s) being paid, the amount being paid to each, and the total being paid. At this time, you can Continue or Cancel and return to payment page.
E-Check Payments:

If incorrect or mismatched information has been entered, you will be warned and the payment transaction will not process.

When payment is submitted, a confirmation page appears displaying the Account(s) being paid, the amount being paid to each, and the total being paid. At this time, you can **Continue** or **Cancel** and return to payment page.
Paying Multiple Accounts with a Single Transaction:

For either payment method, if you have multiple accounts, you can pay multiple accounts in a single transaction by clicking the radio button next to “Pay Multiple Accounts” at the top of the page:

Clicking the Pay Multiple Accounts button will pop a new window allowing you to enter the amount you want to pay for each account. Fill in amounts and click OK.
Once you click OK, the payment forms for Credit Cards or E-Checks look very similar to the Individual Payment forms. The Payment Amount is populated for you, based on amounts entered on the previous form. You can modify payment amounts by clicking the Modify Payment Amount link at the top of the page.

**Credit Card Form:**

**E-Check Form:**

Fill in requested information as instructed in the Individual Payment instructions above and submit payment.

If you have any problems with registration or paying online, please call our office for assistance.

**828-264-3671 ext. 140.**