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**.

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)

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

PAY ONLINE NOW

PAY ACCOUNT SELECTION

Pay Individual Account
Pay Multiple Accounts

Select Account

Current Account
Account Number
Account Holder Name
Service Address

CREDIT CARD
Pay your bill with Visa, Mastercard, or Discover. This is a one-time payment option. Accounts cutoff for nonpayment will be reconnected upon the payment of the minimum payment required to avoid any late fees. Please ensure that your payment is sufficient to cover the due amount.

Last Statement Balance: $303.38
Past Due Amount: $0.00
Total Account Balance: $0.00
Payment Due Date: 15-Nov-2016

Payment Amount: $0.00

You will be redirected to the secure payment environment of the HEARTLAND website to complete your transaction.

Confirm Payment

You have indicated that you wish to pay $1.00 and that you are paying the following accounts:

Account Number: 19959
Payment Amount: $1.00

You will be redirected to the secure payment environment of the HEARTLAND website to complete your transaction.

You will be redirected to our payment processor’s website. Click Submit in the confirmation window.
Click Pay by Credit.

Customer information populates. You can edit information if you choose.

Click Next.
Enter Card Information and Check the box agreeing to Terms and Conditions.

Confirm information, and if correct, click Submit to make your payment.
You will receive payment results from Heartland Payment Systems.

**PAYMENT RESULTS**

Your payment was successfully processed. Thank you for your business!

Heartland has routed, processed, and secured your payment information.

![Heartland Payment Systems Logo](image)

**The Highest Standards | The Most Trusted Transactions**

<table>
<thead>
<tr>
<th>Payment Details</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Payment Amount:</td>
<td>$1.00</td>
</tr>
<tr>
<td>Credit Card Number:</td>
<td></td>
</tr>
<tr>
<td>Confirmation Code:</td>
<td></td>
</tr>
<tr>
<td>Authorization Code:</td>
<td></td>
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</tbody>
</table>
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.