

# Student Navigation Center

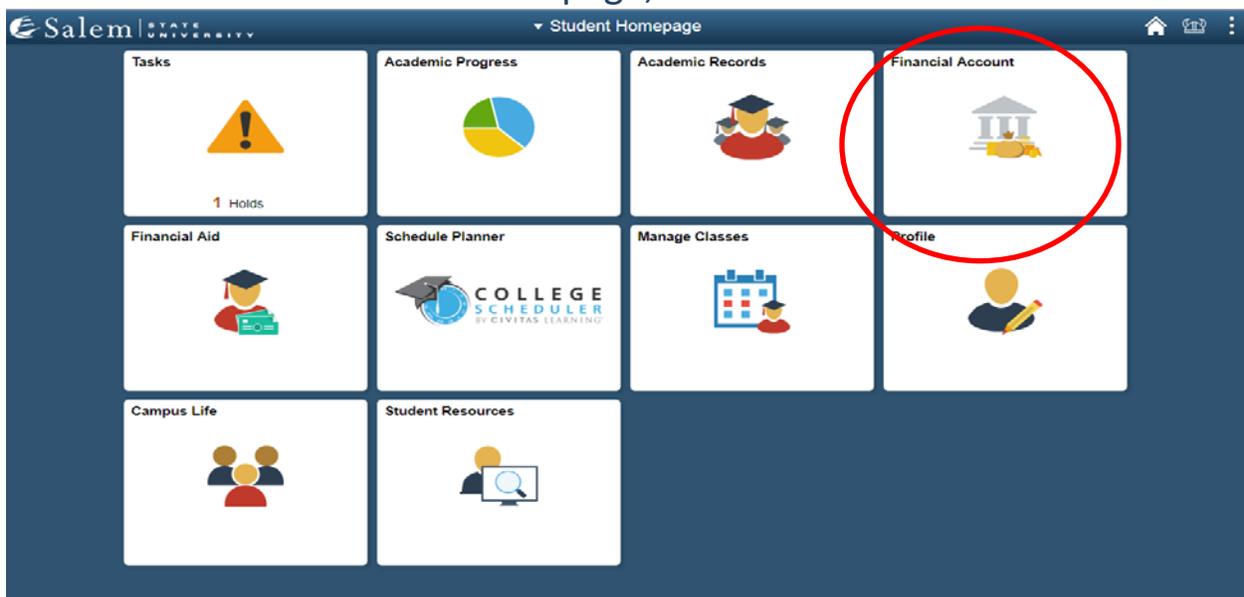
Out-of-pocket costs can be paid with a 5-month payment plan through TouchNet each semester. The payments include a \$40, non-refundable set-up fee, but are interest-free. Payments must be made on the first of each month and begin in August for fall semester and January for spring semester.

## How to: Set up a Payment Plan

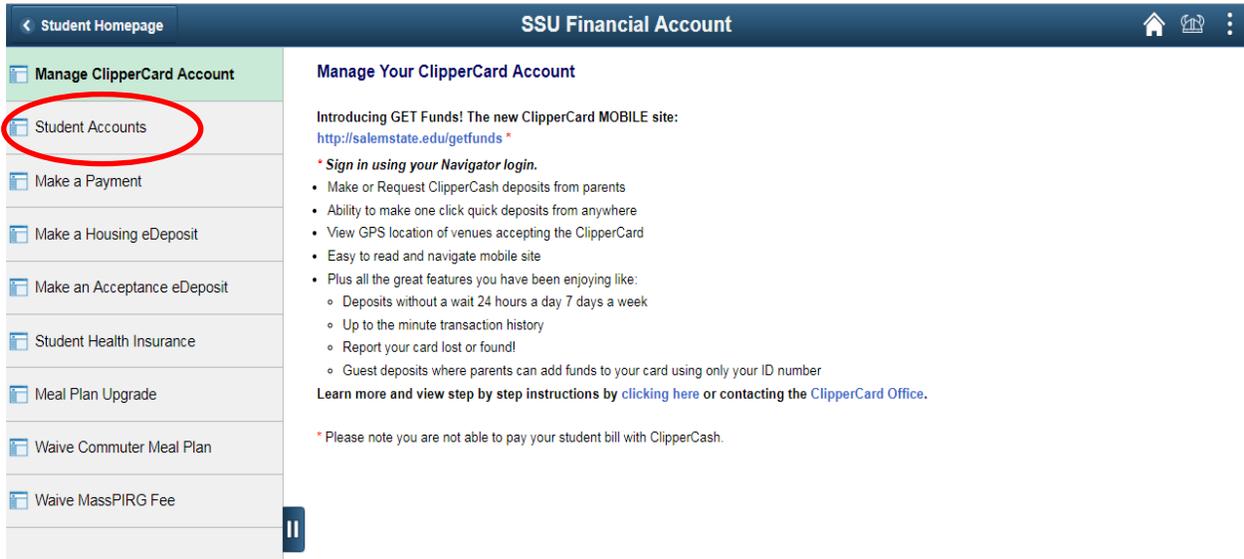
1. Log into Navigator.



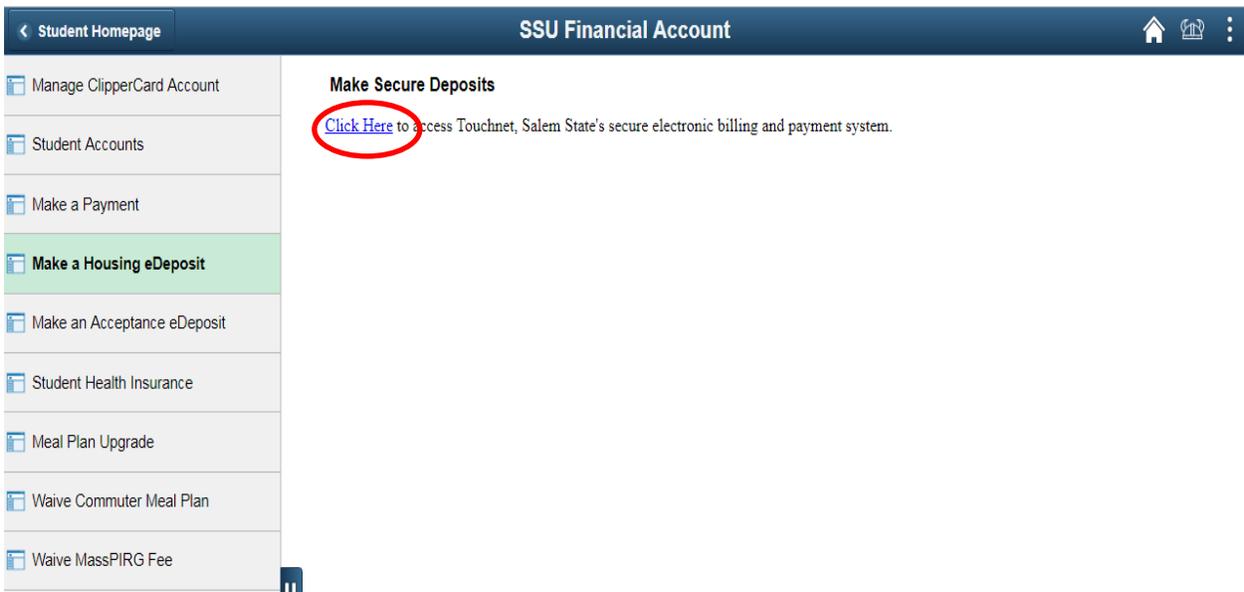
2. Once at the Student Homepage, click on "Financial Account".



### 3. Located in the menu bar, click on “Student Accounts”.



### 4. Click on the “Click Here” link to access TouchNet.



5. Once at the TouchNet home page, click on “Payment Plans” in the menu bar at the top of the screen.

The screenshot shows the TouchNet home page for Salem State University. The top navigation bar includes the university logo, the text "Salem STATE UNIVERSITY", and the user's login status "Logged in as: Salem State Student | Logout". Below this is a secondary menu bar with options: "My Account", "Make Payment", "Payment Plans" (circled in red), "Deposits", "Refunds", and "Help". The main content area is divided into three columns. The left column has an "Announcement" box with text about Spring Financial Aid disbursements. The middle column contains two yellow informational boxes: one about saving time by setting a preferred payment profile, and another about signing up for direct deposit of refunds. Below these is a "Student Account" summary showing a balance of \$2,000.00 and buttons for "View Activity", "Enroll in Payment Plan", and "Make Payment". The right column is titled "My Profile Setup" and lists several options: "Authorized Users", "Personal Profile", "Payment Profile", "Security Settings", "Consents and Agreements", and "Electronic Refunds".

6. The screen will default to the “Manage Plans” tab, where you will click on “Enroll Now”.

The screenshot shows the "Payment Plans" page. The top navigation bar is identical to the previous screenshot, but the "Payment Plans" menu item is now active. Below the navigation bar, the page title "Payment Plans" is displayed. Underneath the title are two tabs: "Manage Plans" (selected) and "Plan History". The main content area contains the following text: "You are not yet enrolled in a payment plan for the current term." and "There are active plans for which you may be eligible to enroll." At the bottom right of the page, there is a green button labeled "Enroll Now" which is circled in red.

7. On the Payment Plan Enrollment page, in the drop-down menu, select the term that you would like to set up the payment plan for. Then, click “Select”.

The screenshot shows the top navigation bar of Salem State University with the user logged in as 'Salem State Student'. Below the navigation bar, the page title is 'Payment Plan Enrollment'. A progress bar indicates three steps: 'Select', 'Schedule', and 'Agreement'. The 'Select' step is currently active. Below the progress bar, there is a 'Select Term' dropdown menu. A red arrow points to the dropdown, and a red circle highlights the 'Select' button within the dropdown menu.

8. Review the information on the plan name, setup fee, installments, and late payment fee. Then, click “Select”.

The screenshot shows the same 'Payment Plan Enrollment' page, but now the 'Schedule' step is active. The 'Select Term' dropdown menu is set to 'Spring 2019'. Below the dropdown, a table displays the details for the selected term. Red arrows point to the 'Plan Name', 'Setup Fee', 'Installments', and 'Late Payment Fee' columns. A red circle highlights the 'Select' button in the 'Action' column.

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
Spring 2019	\$40.00	5	\$50.00	Details: <a href="#">Select</a>

9. In the "Eligible Charges and Credits" section, review your balance.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
All Charges	2,040.00	
		<b>Balance: 2,040.00</b>

10. To the right of that section, there is a "Payment Schedule" where you will review your setup fee and monthly installment costs.

Payment Schedule			
Description	Due Date	Amount paid:(\$)	Amount Due:(\$)
Setup fee	Due now	0.00	40.00
Installment 1	8/1/19	0.00	400.00
Installment 2	9/1/19	0.00	400.00
Installment 3	10/1/19	0.00	400.00
Installment 4	11/1/19	0.00	400.00
Installment 5	12/1/19	0.00	400.00
<b>Total Amount Paid:</b>		<b>0.00</b>	
<b>Total of installments:</b>		<b>2,000.00</b>	
<b>Total due now:</b>		<b>40.00</b>	

11. At the bottom of the page in the "Set up Automatic Payments" section, you will indicate whether or not you would like to have automatic monthly payments. Then, click "Continue".

**Set up Automatic Payments**

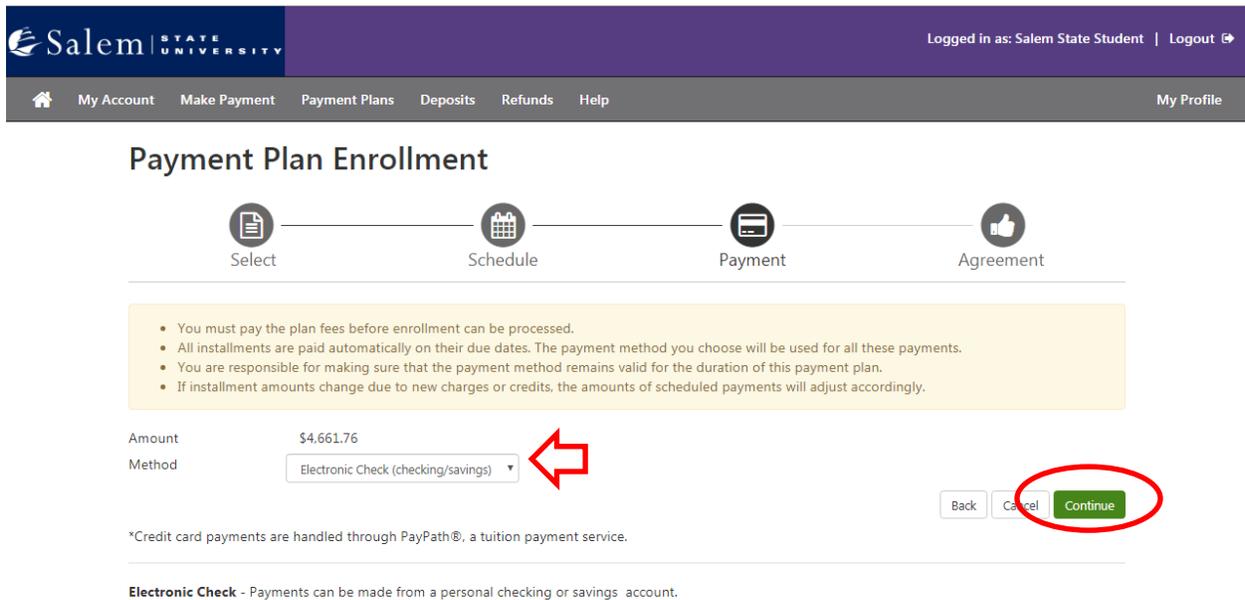
Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back Cancel **Continue**

12. Choose your method of payment in the drop-down menu. Then, click “Continue”.



Salem STATE UNIVERSITY

Logged in as: Salem State Student | Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

### Payment Plan Enrollment

Select Schedule Payment Agreement

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.
- If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Amount \$4,661.76

Method Electronic Check (checking/savings)

Back Cancel Continue

\*Credit card payments are handled through PayPath®, a tuition payment service.

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

If paying via eCheck, please follow steps 13-14. If paying via debit/ credit card, please follow steps 15-19.

13. **eCheck:** Enter your account and billing information. You have the option to save your account and billing information by checking the box next to “Save this payment method for future use”, then, enter a name to save the method as. Click “Continue”.

**Payment Plan Enrollment**

Select — Schedule — Payment — Agreement

- You must pay the plan fees before enrollment can be processed.
- You will be responsible for making installment payments on time, through this system, in person, or via mail.

Amount: \$40.00  
 Method: Electronic Check (checking/savings)

\*Credit card payments are handled through PayPath®, a tuition payment service.

**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 travelers checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Account type: Select account type

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

**Billing Information**

\*Name on account:

Check here for an international address

\*Billing address:

Billing address line two:

\*City:

\*State/Province: Select State/Province

\*Postal Code:

**Option to Save**

Save this payment method for future use

Save payment method as: (example My Checking)

Set as your preferred payment method. You can choose a different payment method prior to submitting any payment.

**Refund Options**

You must enroll in Two-Step Verification to save this as a Refund Method. Please proceed to Security Settings in My Profile to enroll.

Back Cancel Continue

14. Review the information you entered, agree to the "Payment Plan Agreement", and submit your payment by clicking “Continue”.

**Payment Plan Agreement**

- You must scroll through the full agreement and select "I agree" to continue.
- By agreeing and continuing, you will also be submitting a payment today of \$40.00 as a part of your enrollment

Please read the following agreement carefully before you continue.

<b>Annual Percentage Rate</b>	The cost of your credit as a yearly rate.	0.00%
<b>Finance Charge</b>	The dollar amount the credit will cost you, including all fees.	\$40.00
<b>Amount Financed</b>	The amount of credit provided to you or on your behalf.	\$2,000.00
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.	\$2,040.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

**I, Burara I. Test,** hereby agree to pay the balance deferred as stated in this agreement in 5 installment payments on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$40.00. I understand that a late fee of \$50.00 will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Salem State University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$400.00 due on 8/1/19.**  
 Installment 2 in the amount of **\$400.00 due on 9/1/19.**  
 Installment 3 in the amount of **\$400.00 due on 10/1/19.**  
 Installment 4 in the amount of **\$400.00 due on 11/1/19.**  
 Installment 5 in the amount of **\$400.00 due on 12/1/19.**

I agree to the terms and conditions.

Print Worksheet Print Agreement Back Cancel Continue

15. **Debit/ credit card:** After clicking "Continue" in step 12, please read and agree to the "Payment Plan Agreement" in the pop-up window. You must agree by clicking the check box. Then, click "Continue"

Payment Plan Agreement

You must scroll through the full agreement and select "I agree" to continue.

Please read the following agreement carefully before you continue.

<b>Annual Percentage Rate</b>	The cost of your credit as a yearly rate.	0.00%
<b>Finance Charge</b>	The dollar amount the credit will cost you, including all fees.	\$40.00
<b>Amount Financed</b>	The amount of credit provided to you or on your behalf.	\$2,040.00
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.	\$2,080.00

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, **Bursar1 Test**, hereby agree to pay the balance deferred as stated in this agreement in 5 installment payments on or before the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$40.00, as well as any service charges assess by TouchNet PayPath tuition services for paying plan down payments or installments using a credit card. I understand that a late fee of \$50.00 will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Salem State University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes, (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **\$408.00 due on 8/1/19.**  
Installment 2 in the amount of **\$408.00 due on 9/1/19.**  
Installment 3 in the amount of **\$408.00 due on 10/1/19.**  
Installment 4 in the amount of **\$408.00 due on 11/1/19.**

I agree to the terms and conditions.

Print Worksheet Print Agreement Back Cancel **Continue**

16. In the next pop-up window that leads to PayPath, review the information on the welcome page and then, click "Continue".

PayPath<sup>®</sup> | Payment Services

 Salem STATE COLLEGE

### Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for Salem State University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.85% (minimum \$3.00) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts ACH bank transfers outside of this service without charge. Thank you for using PayPath.

Please enter the following information:

Student ID:	T0239985
Term:	Fall 2019

PayPath Payment Service accepts:



Cancel **Continue**

17. Review the amount that you are paying as your first payment (including the set-up fee), then, click “Continue”.

PayPath® | Payment Services

Amount Payment Confirmation Receipt

### Payment Amount Information

In addition to the amount paid to Salem State University, a non-refundable PayPath Service Fee of 2.85% will be added to your payment with a minimum charge of \$3.00. You will have an opportunity to approve the complete transaction before submitting payment.

Payment amount:	\$40.00
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Cancel Continue

**A 2.85% service fee is applied to all credit/ debit card payments through PayPath.**

18. Enter your payment card information and billing address, then click "Continue".

Amount Payment Confirmation Receipt

PayPath Payment Service accepts:

VISA MasterCard American Express Discover JCB

\*Indicates required fields

### Payment Card Information

\* Name on card:

\* Card account number:

\* Card expiration date:

\* Card security code:  What is this?

### Billing Address

Check if address is outside of the United States:

\* Billing address:

\* City:

\* State:

\* Zip code:

\* Email address:

\* Confirm email address:

Phone number:

Cancel Continue

19. Review your previously entered payment information and billing address. Agree to the terms, and submit your payment.