

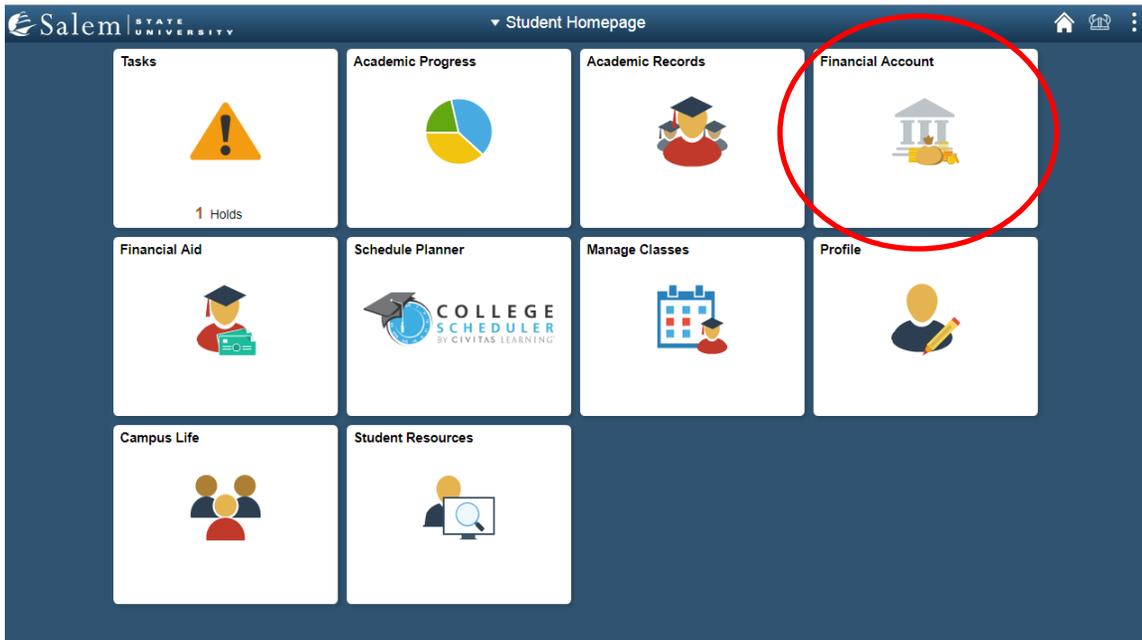
Student Navigation Center

How to: Pay My Bill

1. Log into Navigator.

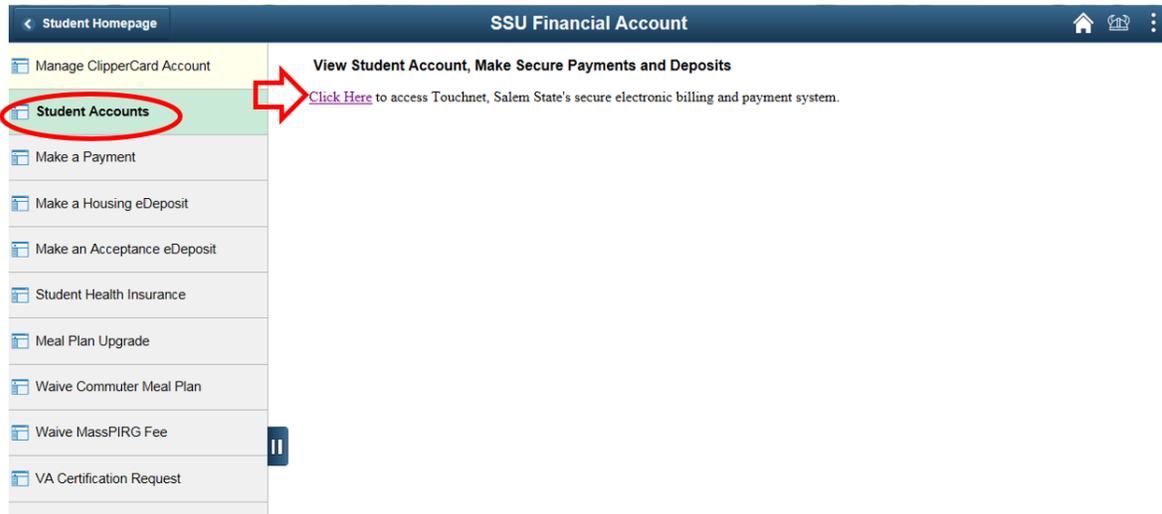


2. Once at the Student Homepage, click on "Financial Account".

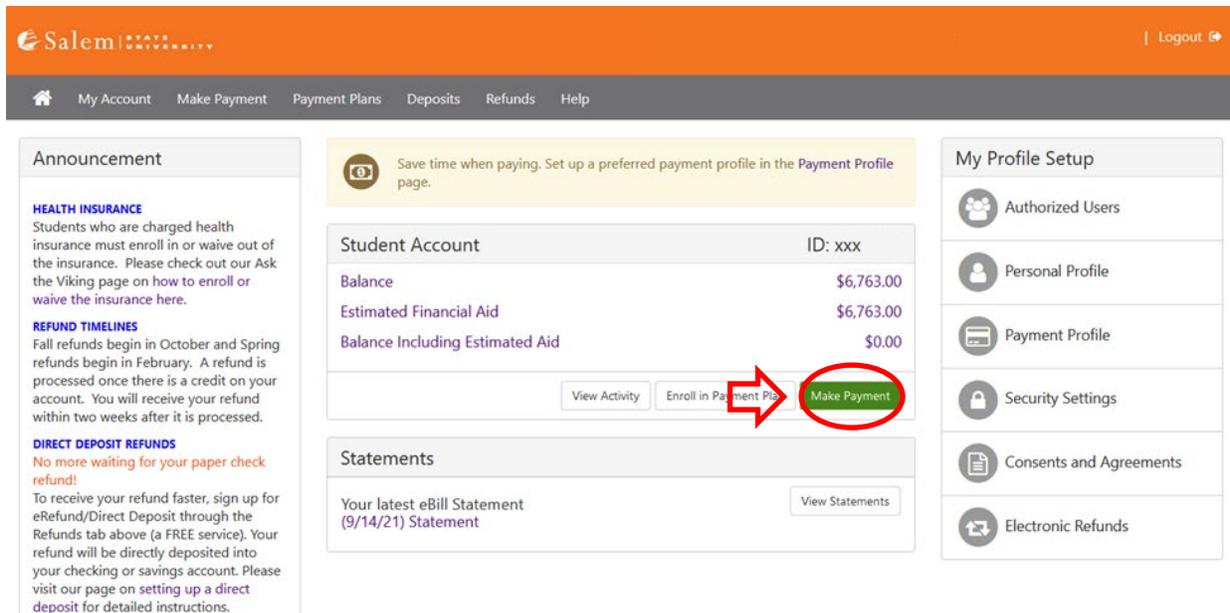


3. On the menu bar, click on “Student Accounts”. Then follow the “Click Here” link to access TouchNet.

Note: Please make sure that pop-up windows are enabled.



4. On the TouchNet homepage select the button that says, “Make Payment”.



5. On the Account Payment page, Select “Current Account Balance” (to pay the balance due) or ‘Statement Account Amount’(to pay the amount on the most recent statement). NOTE: you can edit the amount once you select an option.

The screenshot shows the 'Account Payment' page with a navigation bar at the top containing 'Salem' and 'Logout'. Below the navigation bar are links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main heading is 'Account Payment', followed by a progress bar with four steps: 'Amount', 'Method', 'Confirmation', and 'Receipt'. The 'Amount' step is active. Below the progress bar is a 'Payment Date' field set to '11/22/21'. The 'Select Payment Option' section is highlighted with a red box and contains two radio button options: 'Current Account Balance' with a value of '\$14,858.25' and 'Current Statement Amount' with a value of '\$14,858.25'. Below this is a 'Personal Note' field with the prompt 'Enter a brief payment note'. At the bottom right, a 'Payment Total' of '\$0.00' is displayed, and a green 'Continue' button is located at the bottom right.

If you wish to pay an amount different than what you selected, you may enter that amount in the Student Account box and then click “Continue”.

This screenshot shows the 'Current Account Balance' section of the payment page. The 'Current Account Balance' option is selected and highlighted with a blue border. Below it, the 'Current Account Balance' section is highlighted with a red box. It shows 'Student Account | \$14,858.25' and a text input field with a dollar sign and the value '0.00'. Below this is a 'Personal Note' field with the prompt 'Enter a brief payment note'. At the bottom right, a 'Payment Total' of '\$0.00' is displayed, and a green 'Continue' button is located at the bottom right, with a red arrow pointing to it.

If paying using the eCheck option, please follow steps 6-7. If paying via credit/debit card, please proceed to Step 8.

6. **eCheck:** After clicking “Continue” on the Account Payment page, 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”.

Salem STATE UNIVERSITY | Logged in as: Salem State Student | Logout

My Account | Make Payment | Payment Plans | Deposits | Refunds | Help | My Profile

Account Payment

Amount: \$5,702.20
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.

*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.

Cancel Continue

7. Review and agree to the terms of use under an eCheck payment. Continue, and then submit your payment.
8. **Credit/ Debit card:** Please confirm the payment information and selected payment method. Proceed by clicking “Continue to PayPath”.

Salem STATE UNIVERSITY | Logged in as: Salem State Student | Logout

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Account Payment

Amount — Method — Confirmation — Receipt

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

Payment Information	
Student Account	\$5,702.20
Payment Amount	\$5,702.20 <input type="button" value="Change Amount"/>
Payment Date	5/8/19

Paid To	
Salem State University	

Confirmation Email	
Primary	pstest@salemstate.edu

Selected Payment Method	
TOUCHNET PAYPATH <input type="button" value="Change Payment Method"/>	

9. In the pop-up window, please confirm again the amount that you would like to pay through our PayPath Payment Service by reviewing the page and clicking “Continue”. Please note, we accept all major credit cards. A 2.95% non-refundable service fee (\$3 minimum fee) for domestic credit cards and 4.25% non-refundable service fee for international credit cards, will be assessed by our credit/debit card processor for credit/debit card payments.

Account Payment



The flow diagram shows four steps: Amount (with a dollar sign icon), Method (with a credit card icon), Confirmation (with a thumbs up icon), and Receipt (with a receipt icon).

Amount: \$100.00

Method:* Credit Card via PayPath

* Indicates required information

Back Cancel Continue

*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.
TransferMate - TransferMate supports international payments for tuition including bank transfers and alternative payment methods.

TransferMate

10. Read the information provided on the Payment Amount Information page, then click “Continue”.

11. Enter your payment card information and billing address. You can then click “Continue”.

The screenshot shows the PayPath Payment Services interface. At the top, there is a progress bar with four steps: Amount, Payment, Confirmation, and Receipt. Below this, it states "PayPath Payment Service accepts:" followed by logos for Visa, Mastercard, American Express, Discover, and others. The form is divided into two main sections: "Payment Card Information" and "Billing Address", both of which are circled in red. The "Payment Card Information" section includes fields for Name on card, Card account number, Card expiration date, and Card security code. The "Billing Address" section includes a checkbox for "Check if address is outside of the United States", and fields for Billing address, City, State (a dropdown menu currently showing "Massachusetts (MA)"), Zip code, Email address, Confirm email address, and Phone number. A red arrow points down to the "Continue" button at the bottom right of the form.

12. Review previously entered information, agree to the terms, and submit your payment.
13. Once a payment has been made, there is an opportunity to print a receipt. If you are unable to print the receipt in that moment, you can view your past payments under “Payment History” under the “My Account” drop down menu.

The screenshot shows the Salem Health website interface. At the top, there is a navigation bar with the Salem Health logo, a "Logge" button, and an "out" button. Below this is a secondary navigation bar with "My Account", "Make Payment", "Payment Plans", "Deposits", "Refunds", and "Help". The "My Account" dropdown menu is open, showing "Account Activity" and "Payment History" (both circled in red). The main content area displays a "Student Account" summary with the ID: xxx416€. The summary includes: Balance (\$6,763.00), Estimated Financial Aid (\$6,763.00), and Balance Including Estimated Aid (\$0.00). Below the summary are buttons for "View Activity", "Enroll in Payment Plan", and "Make Payment". To the right, there is a "My Profile Setup" section with links for "Authorized Users", "Personal Profile", "Payment Profile", and "Security Settings".