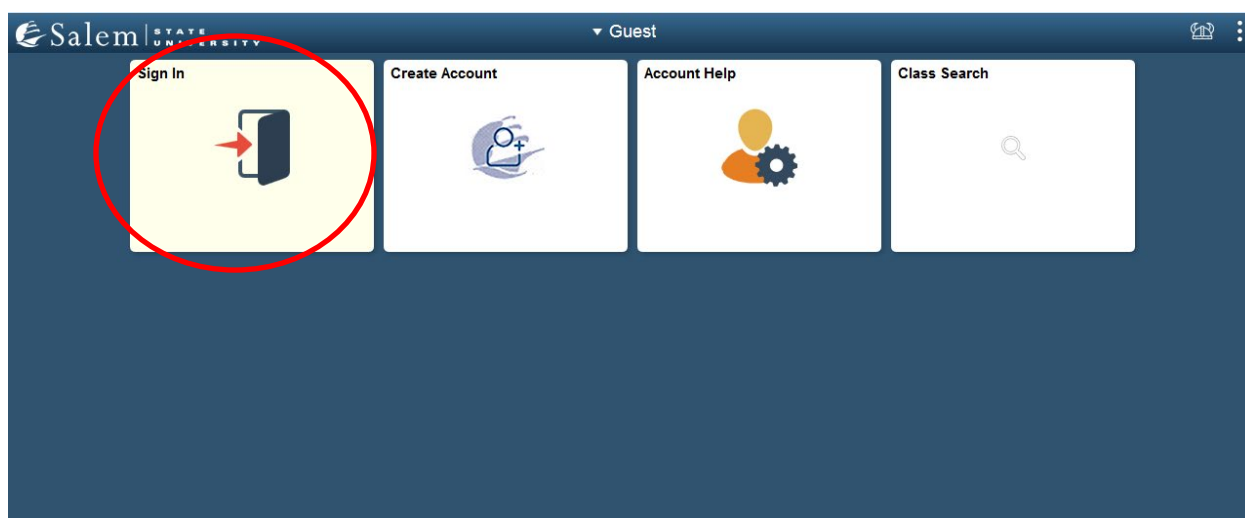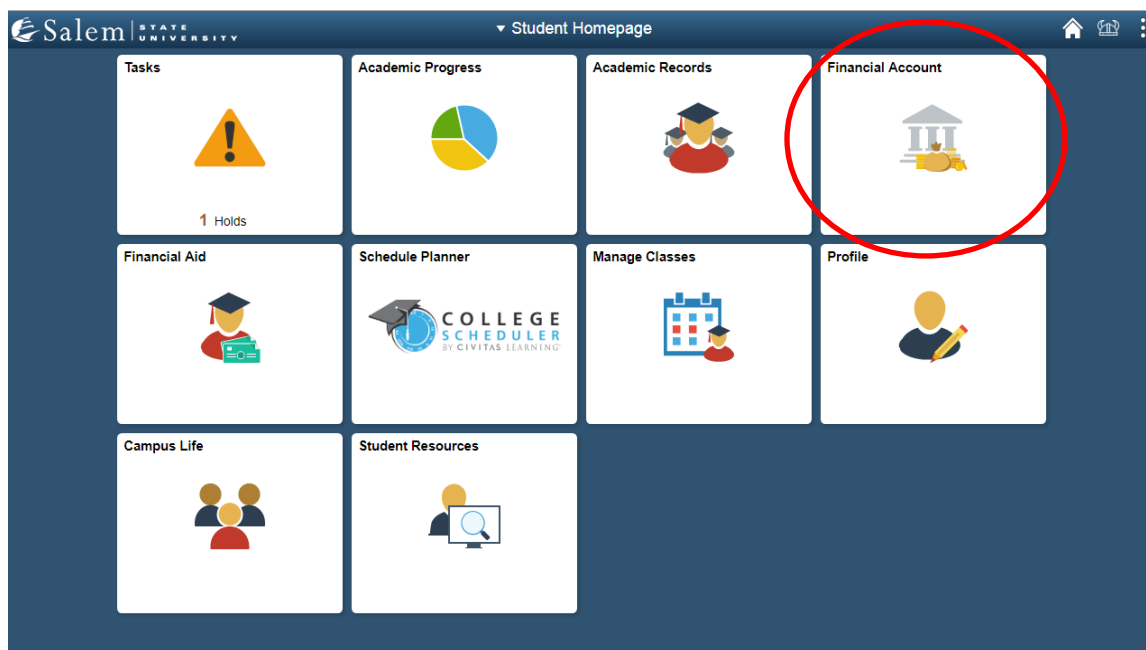# Student Navigation Center

How to: Pay My Bill

1.   Log into Navigator.
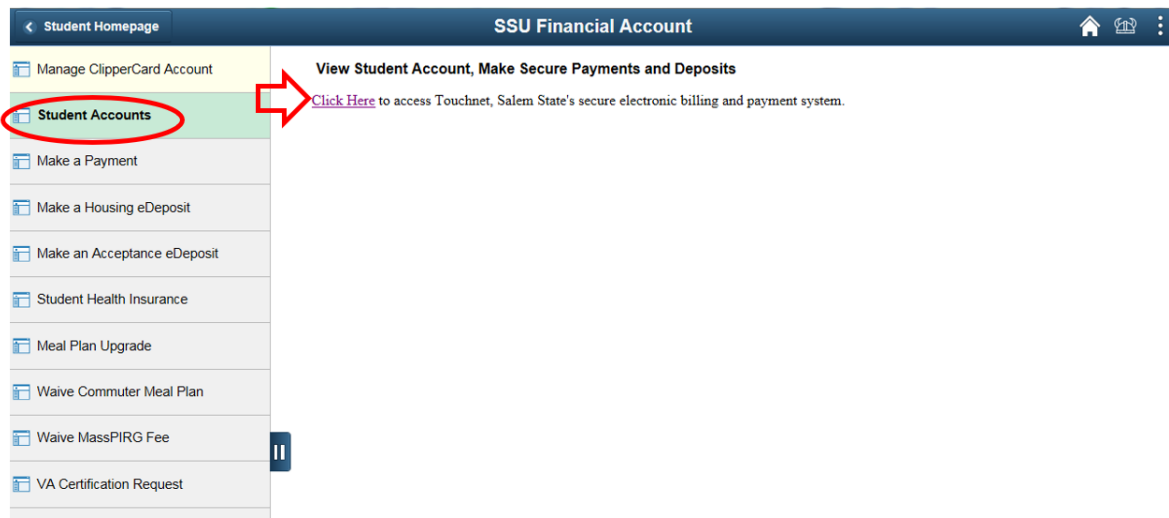

2.   Once at the Student Homepage, click on "Financial Account".

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. Complete required Multi-Factor Authentication (MFA) steps. If this is your first time logging in, you will need to choose a Multi-Factor Authentication option to receive codes to login. Click here for a how-to guide on setting up and using the MFA.

5. On the TouchNet homepage select the button that says, "Make Payment".
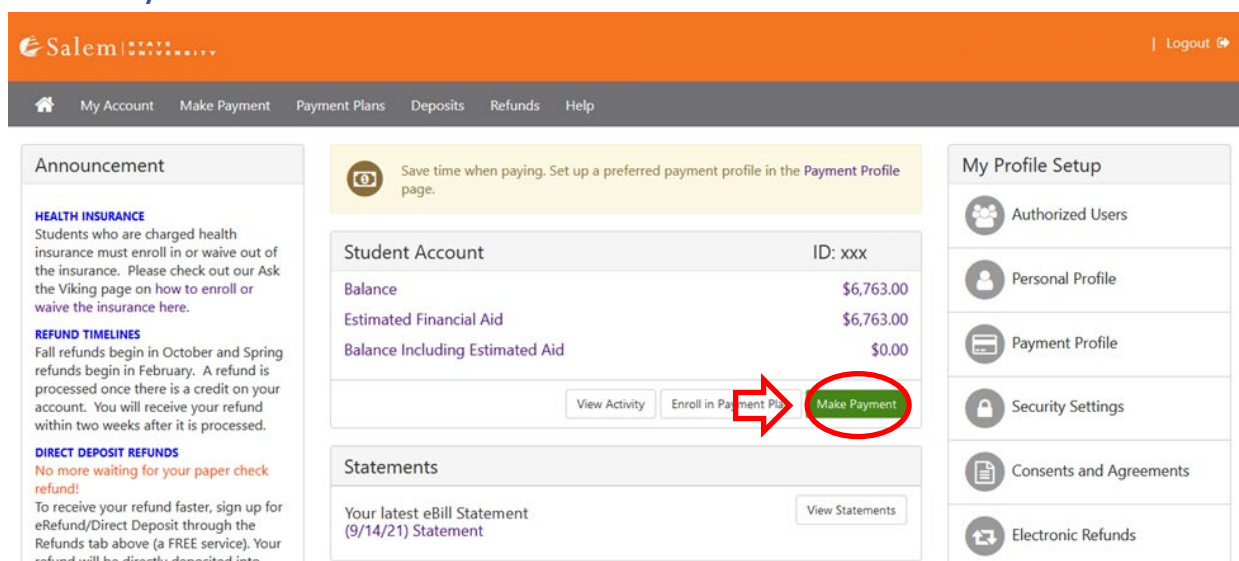
6. On the Account Payment page, Select "Current Account Balance" (to pay the balance due) or 'Statement Account Amount'(to pay the amount on the most recent statement). NOTE: you can edit the amount once you select an option.

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".

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

7.   **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".

8. Review and agree to the terms of use under an eCheck payment. Continue, and then submit your payment.

9. **Credit/ Debit card**: Please confirm the payment information and selected payment method. Proceed by clicking "Continue to PayPath".

10. 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 3% 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

| Amount | Method | Confirmation | Receipt |

* Indicates required information

Amount: $100.00

Method:*   Credit Card via PayPath ▾

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

11. Read the information provided on the Payment Amount Information page, then click "Continue".

12. Enter your payment card information and billing address. You can then click "Continue".

13. Review previously entered information, agree to the terms, and submit your payment.
14. 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.