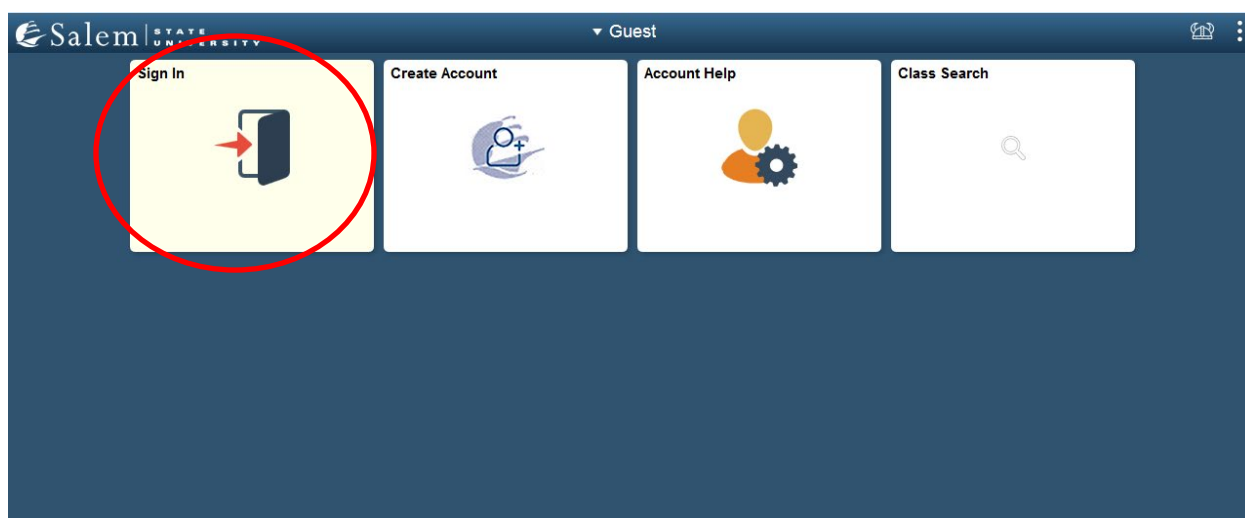


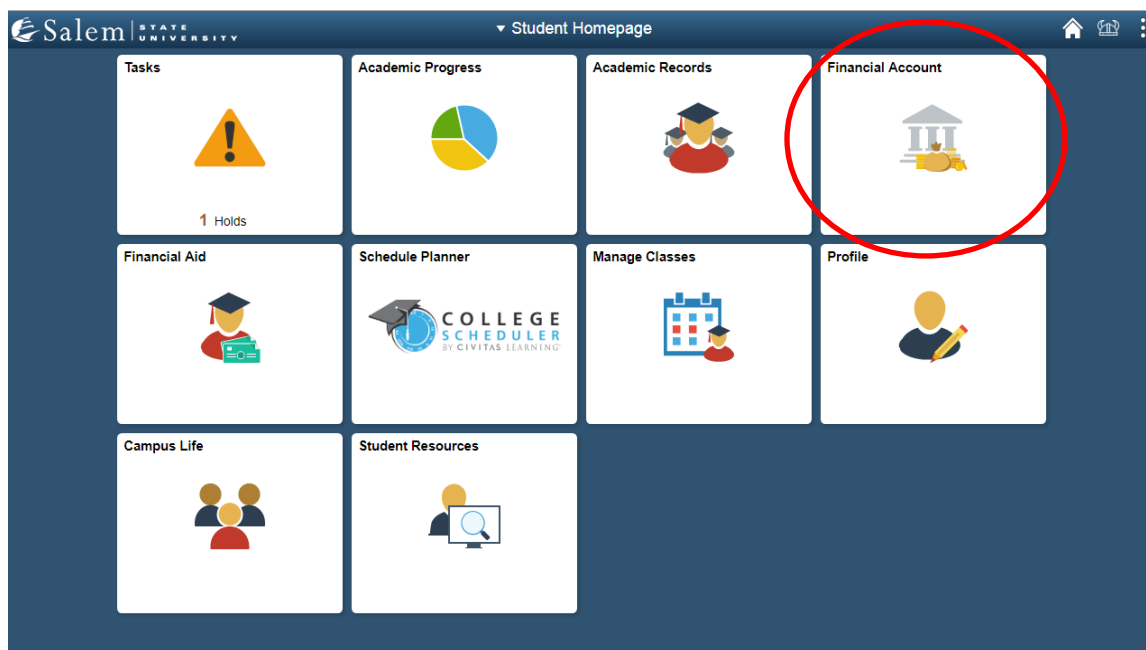
# Student Navigation Center

## How to: Pay My Bill

1. Log into Navigator.

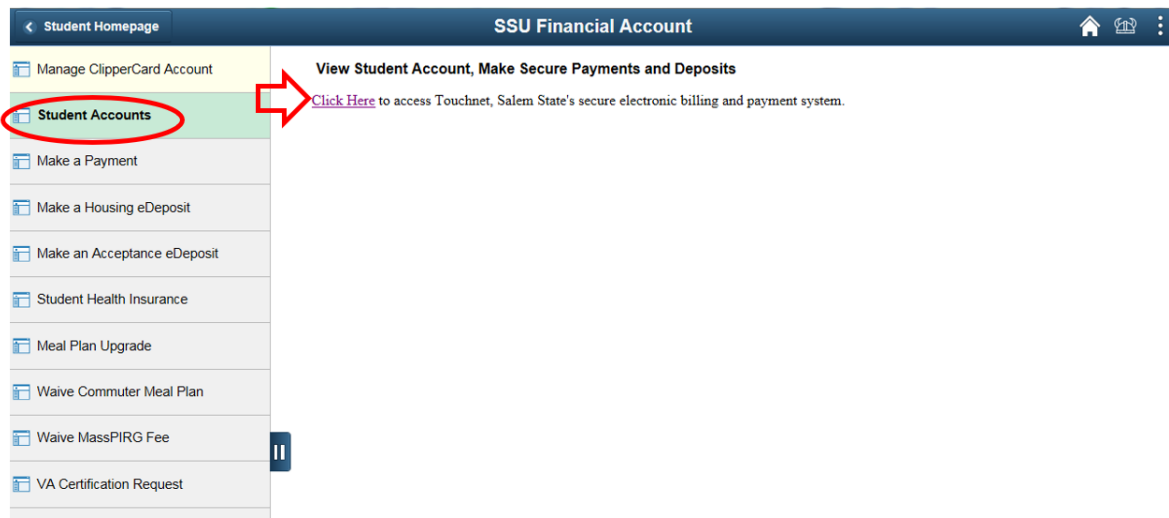


2. Once at the Student Homepage, click on "Financial Account".



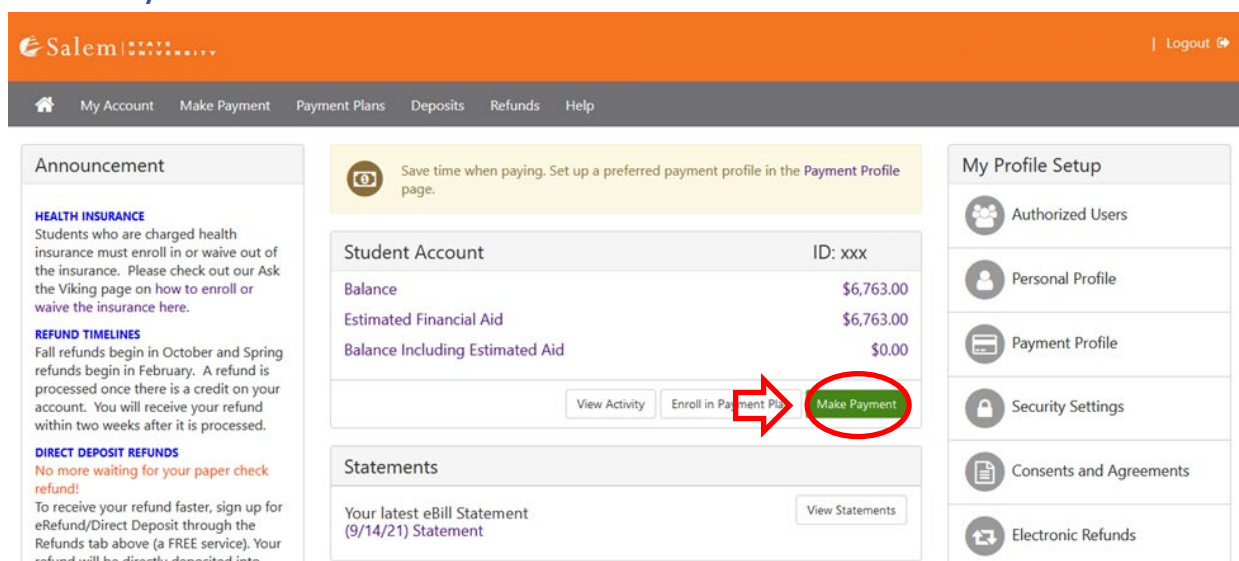
- On the menu bar, click on “Student Accounts”. Then follow the “Click Here” link to access TouchNet.

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



- 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.

- 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.

Salem

Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

### Account Payment

Amount Method Confirmation Receipt

Payment Date: 11/22/21

**Select Payment Option**

☒ **Current Account Balance**  
\$14,858.25

☐ **Current Statement Amount**  
\$14,858.25

**Personal Note**  
Enter a brief payment note

Payment Total \$0.00

Continue

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”.

**Select Payment Option**

☒ **Current Account Balance**  
\$14,858.25

☐ **Current Statement Amount**  
\$14,858.25

**Current Account Balance**  
Enter payment amount in the Student Account box

Student Account | \$14,858.25 \$ 0.00

**Personal Note**  
Enter a brief payment note

Payment Total \$0.00

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”.

The screenshot shows the 'Account Payment' page for Salem State University. The page has a purple header with the university logo and navigation links. Below the header, there's a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The 'Amount' step shows a payment of \$5,702.20. The 'Method' step is active, showing 'Electronic Check (checking/savings)'. The page is divided into two main sections: 'Account Information' and 'Billing Information', both highlighted with red circles. The 'Account Information' section includes a yellow box with instructions on how to enter account details, followed by fields for account type, routing number, bank account number, and confirm account number. The 'Billing Information' section includes fields for name on account, billing address, city, state/province, and postal code. Below these sections are 'Option to Save' and 'Refund Options'. The 'Option to Save' section has a checkbox for 'Save this payment method for future use' and a text input field for the payment method name. The 'Refund Options' section includes a note about enrolling in Two-Step Verification and a 'Continue' button. Red arrows point to the 'Continue' button in the 'Option to Save' section and the 'Continue' button in the 'Refund Options' section.

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


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”.


 Salem STATE UNIVERSITY


Logged in as: Salem State Student | Logout


[My Account](#) [Make Payment](#) [Payment Plans](#) [Deposits](#) [Refunds](#) [Help](#) [My Profile](#)

### 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	<a href="#">Change Amount</a>
Payment Date	5/8/19	



#### Selected Payment Method

TOUCHNET PAYPATH

[Change Payment Method](#)

#### Paid To

Salem State University


#### Confirmation Email


Primary	pstest@salemstate.edu
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[Back](#) [Cancel](#) [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

---

Amount: \$100.00



\* Indicates required information

Method:\*  
Credit Card via PayPath

Back

Cancel

Continue

\*Card payments are handled through PayPath<sup>®</sup>, a tuition payment service. A non-refundable service fee will be added to your payment.

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**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”.

**PayPath®** | Payment Services

Amount      Payment      Confirmation      Receipt

PayPath Payment Service accepts:

\*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:

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.

**Salem** Logge out

**My Account** Make Payment Payment Plans Deposits Refunds Help

Account Activity  
Statements  
Payment History

Announcements  
HEALTH Insurance and Agreements  
Students who are charged health insurance must enroll in or waive out of the insurance. Please check out our Ask the Viking page on how to enroll or waive the insurance here.  
REFUND TIMELINES  
Fall refunds begin in October and Spring refunds begin in February. A refund is processed once there is a credit on your account. You will receive your refund within two weeks after it is processed.

Save time when paying. Set up a preferred payment profile in the **Payment Profile** page.

**Student Account** ID: xxx416€

Balance	\$6,763.00
Estimated Financial Aid	\$6,763.00
Balance Including Estimated Aid	\$0.00

**My Profile Setup**

- Authorized Users
- Personal Profile
- Payment Profile
- Security Settings