

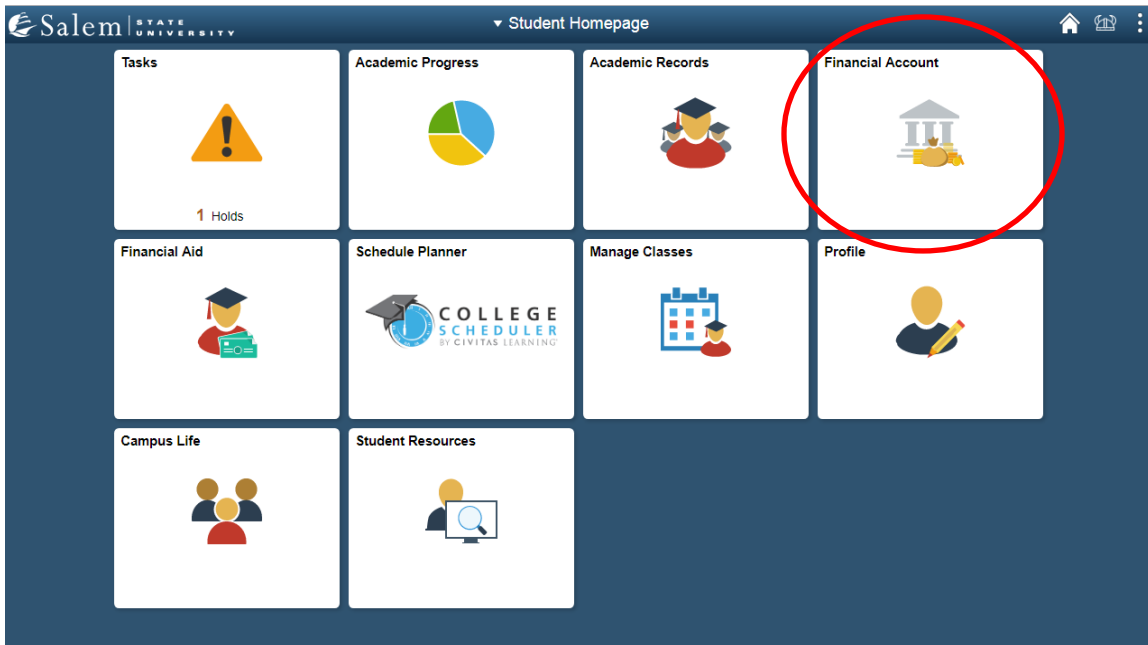
# Student Navigation Center

## 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 “Make a Payment”. Then follow the “Click Here” link to access TouchNet.

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

The screenshot shows the 'SSU Financial Account' dashboard. On the left, a vertical menu lists various account management options. The 'Make a Payment' option is highlighted with a red circle. The main content area is titled 'Manage Your ClipperCard Account' and contains introductory text and a list of features for the new ClipperCard MOBILE site. A red circle is also present on the right side of the menu, partially overlapping the 'Make a Payment' link.

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

The screenshot displays the TouchNet homepage. At the top, there is a navigation bar with 'Logout' and a home icon. Below this is a secondary navigation bar with links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content area is divided into three columns. The left column contains an 'Announcement' section with information about health insurance and refund timelines. The middle column features a 'Student Account' summary table with a balance of \$6,763.00 and an estimated financial aid of \$6,763.00. Below the table are three buttons: 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. The 'Make Payment' button is circled in red, and a red arrow points to it from the left. The right column contains a 'My Profile Setup' section with links to 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings', 'Consents and Agreements', and 'Electronic Refunds'.

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'. A 'Payment Date' field is 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 visible.

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 highlighted with a red box. It includes a 'Student Account' field with a value of '\$14,858.25' and a text input field for a custom amount, currently showing '0.00'. Below this is the '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 visible, with a red arrow pointing to it from the right.

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”.

The screenshot displays the 'Account Payment' page on the Salem State University website. The page is divided into four steps: Amount, Method, Confirmation, and Receipt. The 'Method' step is currently active, showing the amount of \$5,702.20 and the selected payment method as 'Electronic Check (checking/savings)'. The 'Account Information' section includes a warning box about account types and fields for account type, routing number, bank account number, and confirm account number. The 'Billing Information' section includes fields for name on account, international address, billing address, city, state/province, and postal code. 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. Red arrows point to the 'Save this payment method for future use' checkbox, the text input field for the payment method name, and the 'Continue' button.

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

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 <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"/>	

- 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”.

**PayPath** | 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:

Term:	Spring 2019
Student ID	Amount
0910012 - Student Account	\$5,702.20

PayPath Payment Service accepts:

Cancel **Continue**

- Read the information provided on the Payment Amount Information page, 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:	\$5,702.20
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Cancel **Continue**

11. 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:



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.

Account Activity  
Announcements  
Payment History  
HEALTH Insurance 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.  
**DIRECT DEPOSIT REFUNDS**  
No more waiting for your paper check refund!  
To receive your refund faster, sign up for eRefund/Direct Deposit through the Refunds tab above (a FREE service). Your refund will be directly deposited into your checking or savings account. Please visit our page on setting up a direct deposit for detailed instructions.

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

Student Account		ID: xxx
Balance		\$6,763.00
Estimated Financial Aid		\$6,763.00
Balance Including Estimated Aid		\$0.00

[View Activity](#) [Enroll in Payment Plan](#) [Make Payment](#)

**Statements**

Your latest eBill Statement (9/14/21) Statement [View Statements](#)

- My Profile Setup**
- Authorized Users
  - Personal Profile
  - Payment Profile
  - Security Settings
  - Consents and Agreements
  - Electronic Refunds