## E Salem ISTATERSITY

navcenter@salemstate.edu Phone: 978.542.8000 Fax: 978.542.8520

## **Student Navigation Center**

### How to: View my bill

1. Log into Navigator.

& Salem State	<del>▼</del> Gι	lest		8
Signin	Create Account	Account Help	Class Search	

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



3. Next, click on "Student Accounts". Then, follow the "Click Here" link to TouchNet.

Note: Please be sure pop-ups are not blocked on your browser.



- 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 <u>here</u> for a how-to guide on setting up and using the MFA.
- 5. You can click the "My Account" button. Then click on "View Activity" button underneath your balance. You can also access your Account Activity by selecting My Account in the upper left-hand corner of the screen, and then select Account Activity. \*Please familiarize yourself with the different options in this system\*

My Account Make Payment	Payment Plans Deposits Refunds Help		
Account Activity Ann Statements	Student Account	ID: xxx7795	My Profile Setup
Payment History  IMPORTANT ANNOUNCEMENT Setup direct deposit (e-refund) so any	Balance	\$0.00	Authorized Users
refund you may be entitled to can be easily deposited into your bank account (there is NO cost for this service) This is especially important should the		View Activity Make Payment	Personal Profile
	Statements		
Governor mandate a shelter-in-place that may restrict us from going to campus to print paper refund checks.	Your latest eBill Statement (4/14/20) Statement	View Statements	Security Settings
DIRECT DEPOSIT REFUNDS			Electronic Refunds
refund! To receive your refund faster, sign up for eRefund through the			Auto Bill Pay
Refunds tab above. Your refund will be direct deposited into your checking or			

**Important note:** Do not rely on the home page of Touchnet to understand your account. This screen does not provide the level of detail needed to fully understand your account.

6. Once you click on a semester, your account activity will be broken down listing every charge, payment, refund, credit and reversal. Please note, we have recently changed this view to group together like items. The default view will show the newest activity at the top while the older dates will be listed below.

udent Account Balance				\$0.
Summer 2021				\$0.0
Print Excel PDF				
Account Activity				
			Search:	
Description 👫	Code 🎵	Date↓₹	Due Date 🗍	Amount 🔱
> Pay Plan Enrollment Fee	40000002130	5/6/21		\$0.00
> Past Due Pay Plan Enroll Fee	40000002135	4/29/21		\$0.00
> Tuition Cont & Prof Studies-IS	33000000300	2/22/21		\$0.00
Cont & Prof Fees Summer-IS	45000000315	2/22/21		\$0.00
> UGRD Records Fee	40000000900	2/22/21		\$0.00
			Term Balance:	\$0.00
	١	erm Balance Inc	luding Estimated Aid:	\$0.00

# Students can change that view by clicking the black arrow next to the item in the description column.

Summer 2021           Print         Excel         PDF           Account Activity         Image: Content of the second			Please note, like items a grouped together, howe you can open the item to individual transactions v	
Description 1	Code 👫	Date ↓	their respective dates.	
> Pay Plan Enrollment Fee	40000002130	5/6/21		
> Past Due Pay Plan Enroll Fee	40000002135	4/29/21		\$0.00
✤ Tuition Cont & Prof Studies-IS	33000000300	2/22/21		\$0.00
Tuition Cont & Prof Studies-IS	33000000300	2/22/21	2/22/21	-\$345.00
Tuition Cont & Prof Studies-IS	33000000300	2/17/21	4/29/21	\$345.00
Cont & Prof Fees Summer-IS	45000000315	2/22/21		\$0.00
> UGRD Records Fee	40000000900	2/22/21		\$0.00
			Term Balance:	\$0.00