Online Payment Process for Students using Touchnet Student Account Center

Gordon College utilizes Touchnet’s Student Bill + Payment application to allow for online viewing and payment of a student’s account for charges. This application allows for payment via webcheck or credit card. Students are billed via the ebills application. The application also allows the setup of authorized users where a student can provide their parents, grandparents, sponsors or any other individual their own account login to view and pay on the student’s behalf. Financial aid that has been authorized will be shown in the Student Account Center.

Step 1: Accessing Student Account Center

2. Click on ‘My Gordon’ from the top blue utility bar.
3. From “My Gordon” under For Gordon Student, click select Pay Now.

4. You will be redirected to the Student Account Center where you will need to enter your 929 number and 6 digit pin. Click Login.

5. My Account Page shows your Current Account Status. Your Estimated Financial Aid will be shown.
Step 2: Making a Payment to your Account

Payment can be made online in two ways – credit card or webcheck. Credit Card payments will be assessed a processing fee where webcheck payments are free. All major credit cards except for VISA will be accepted. A processing fee will be charged based on the lesser of a minimum of $3.00 or 2.75% of the charge. Debit cards will be processed as a credit card with a processing fee. If you wish to pay from your bank account, you will need to pay as a webcheck which is free. To do so, you will need your bank routing number and bank account number.

You will have several options for the amount you would like to pay. You can pay the full balance, pay the amount for a specific term or pay individual line items.

You can store your credit card information or banking information on this secured website. This makes for easy retrieval for future payments.

You can set up Scheduled payments. Scheduled payments are very beneficial so you don’t miss the deadline. You can go ahead and schedule your payment to be made on the day of the payment deadline to prevent the loss of your class schedule. You could set up partial payments as long as the balance is paid in full by the payment deadline.

The Amount Due reflects the reduction of Financial Aid estimated for the term. The Detail of the Financial Aid can be seen on the Account Activity Page.

1. Under My Account, you will see a Balance Due. Click the “Make a Payment” button twice.
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After clicking **Make a Payment**, this page will appear. Click **Make a Payment** again.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,907.56</td>
<td>$3907.56</td>
</tr>
<tr>
<td>$3,907.56</td>
<td>$3907.56</td>
</tr>
<tr>
<td>-$50.00</td>
<td>-$50.00</td>
</tr>
</tbody>
</table>

2. **In the Select Payment section**, you have several options you could select to pay an amount.

3. **Select** your payment amount and click **Continue**.

4. **Select** the Payment Method from the drop down
   a. **Credit Card Payment**
1. Click **Credit Card via PayPath**, click **Select**. *(Note: a processing fee will be charged based on the lesser of a minimum of $3.00 or 2.75% of the charge.)*

![Select Payment Method](image1.png)

2. You will have the opportunity to purchase additional items. If you wish to add the items, click the check box beside the item and it will be added to the amount you will need to pay. Click **Continue**.

![Account Payment](image2.png)

3. Click **Continue to PayPath**. You will be redirected to PayPath to enter your credit card information.

![Account Payment](image3.png)

4. Welcome to the PayPath Payment Service will appear. **Validate** the Transactions Detail is correct. Click **Continue**.

![Account Payment](image4.png)
5. **Validate** the Payment Amount and click **Continue**.

6. **Enter** your MasterCard, American Express, Discover or the other cards shown. 
   **Note:** VISA is not accepted.

7. **Enter** your email address, Confirm email address and phone number. Click **Continue**.
8. **Verify** your Payment information and **check** the box “I agree to the terms and conditions”.

9. **Click** **Submit Payment**.

10. Make sure you see a confirmation page. **Click Print** to print a copy or **Close**.
11. Click **Close** again to exit the Paypath page and return to the Student Account Center.

12. You will see a confirmation again on the Deposit Payment page of the Student Account Center.
b. Webcheck Payment

1. Click **Electronic Check (checking/saving)**, click **Select**.

2. **Select** your account type, **enter** your bank routing number, checking account number and name on the account. **Note**: You can now save this information under a certain name to be selected the next time you wish to make a payment. You will then see it in the Payment Method selection. **Click Continue**.
3. You will have the opportunity to purchase additional items. If you wish to add the items, click the check box beside the item and it will be added to the amount you will need to pay. Click **Continue**.

4. Review your payment information and check the box to agree to the terms and conditions.

5. Click **Submit Payment**.

6. Print your Receipt.
5. You will also receive an email confirming your payment.

6. To confirm your payment do one of the following:
   a. Click **Payments** from the Menu bar.
   
   ![Payments Menu](image)

   b. Click **Payment History**.
   
   ![Payment History](image)

   c. Click **View Report**.
   
   ![View Report](image)
d. **Validate** the payments you just made are shown. For Credit card payment you will see a Code WEEBC

For Webcheck payment you will see Code WEBK.

OR

From the Banner MAIN MENU click on 'Student', then click Student Records, then 'Account Summary by Term'. Locate and verify that a Web Credit Card Payment (WEEBC) detail code appears on your account for the desired term.

**Step 3: Reviewing your Account Balance**

1. Click **Account Activity** from the Menu bar.

2. Use the drop down to **select** the term balance you wish to review. Click **Go**.

3. The list of transactions and payments for the term will appear.
4. The Estimated Financial Aid section will display the types of Financial Aid you have awarded (PELL, HOPE, Loans, etc.)

5. The Term Account Activity section will display all charges and payments for the Term including any Financial Aid that has been disbursed to your account and the refund posted to your Higher One Card.
6. **Scroll** to the bottom of the page to see the Term Balance. If you wish to make a payment, you can click **Make a Payment**.

**Step 4: Setting Up Authorized Users**

You can now provide those individuals who you would like to make payments on your behalf an account login. This is known as an Authorized User. You are able to restrict what the user can view.

1. Click **Authorized Users** from the Menu bar.

2. Enter the **E-mail address** of the individual you want to set up as an authorized user.
3. Click the No radio button to either or both of the questions pertaining to what you want the authorized user to view.

4. Click Continue.

5. Click the I Agree to authorize the new user.

6. Click Print the Agreement for a hard copy of the agreement.

7. Click Continue.
8. An email will be sent to the Authorized User with instructions on how to log in and complete the setup. Once they have logged in and entered their name, it will appear in the Full Name section of the Authorized Users page.

9. The Authorized User will now be able to login in the Authorized Users section of the Login page.