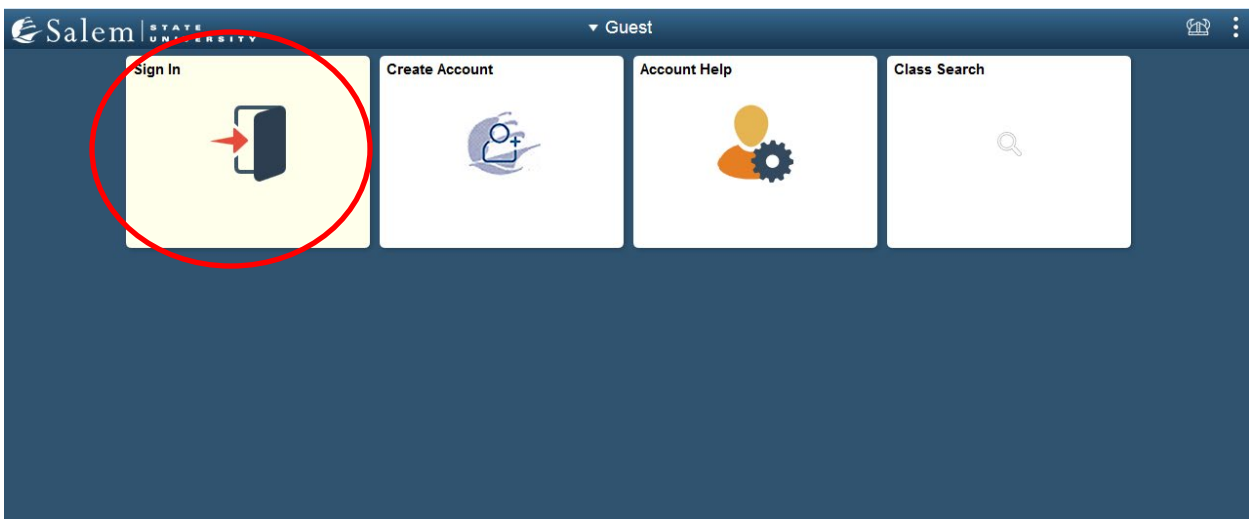


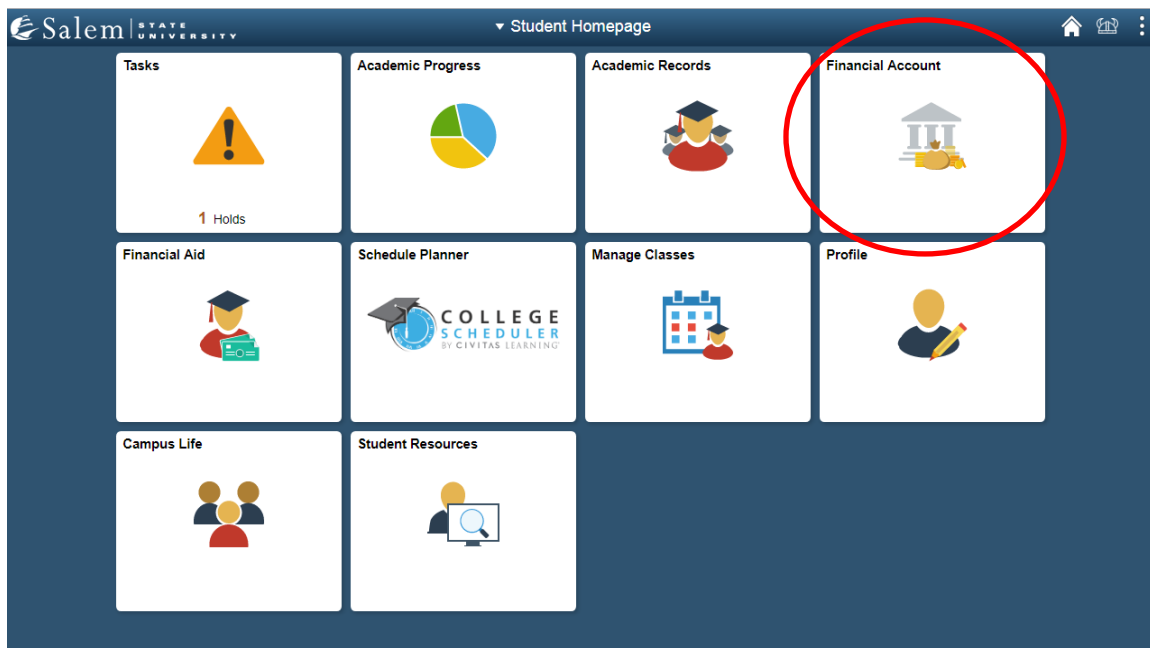
Student Navigation Center

How to: Pay My Bill

1. Log into Navigator.

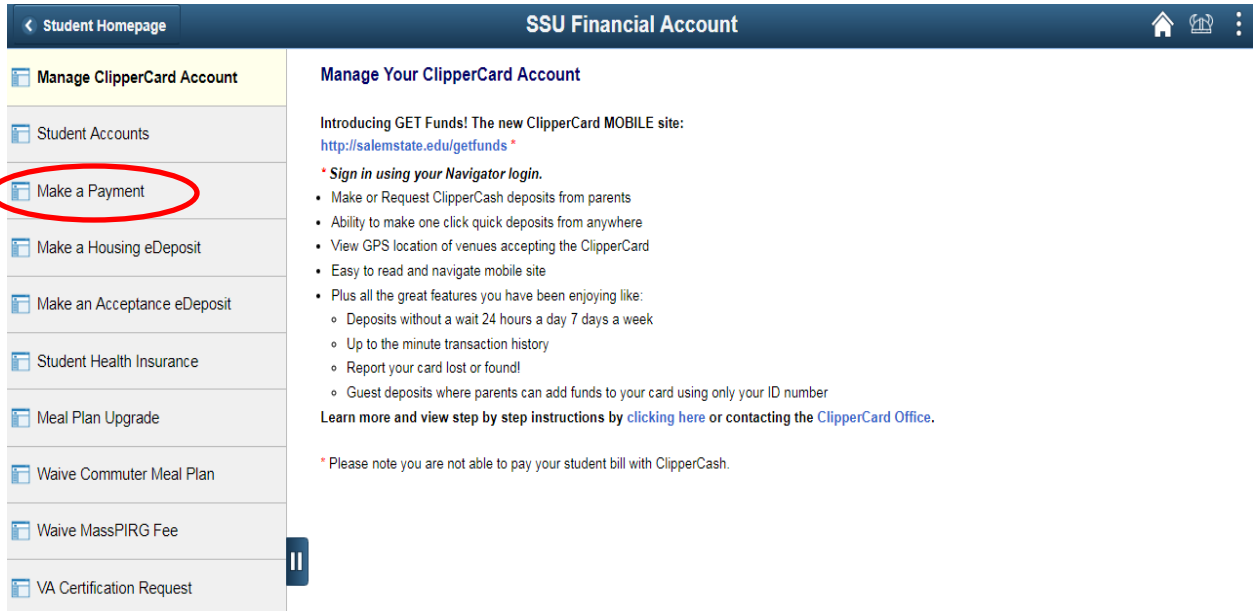


2. Once at the Student Homepage, click on "Financial Account".



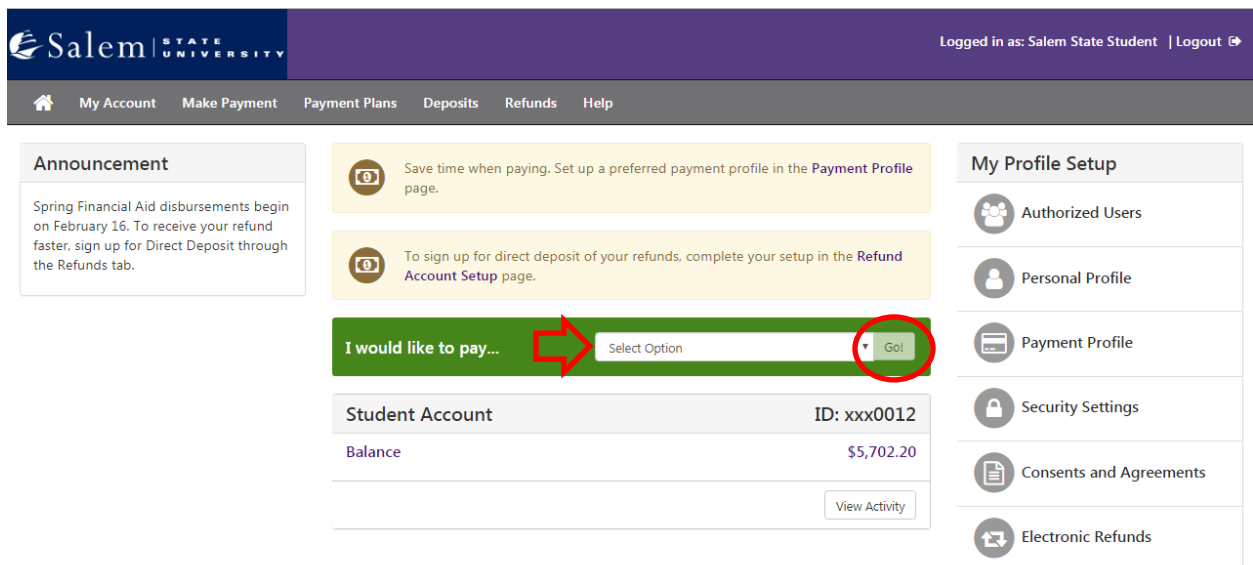
3. On the menu bar, click on “Make a Payment”. Then follow the “Click Here” link to access TouchNet.

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



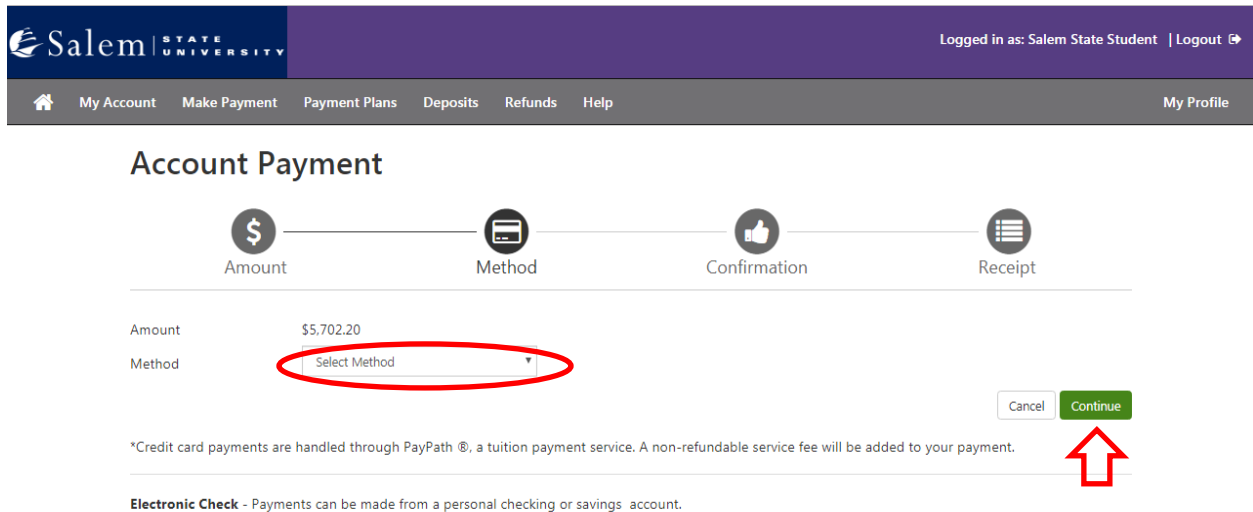
The screenshot shows the 'SSU Financial Account' page. On the left, a vertical menu lists various account management options. The 'Make a Payment' option is highlighted with a red circle. The main content area is titled 'Manage Your ClipperCard Account' and contains information about 'GET Funds!' and a list of features for the mobile site. A red double bar icon is visible at the bottom of the left menu.

4. Once at the TouchNet homepage, in the drop down menu that reads “I would like to pay...”, select one of the three menu options. (Current Account Balance, Amount Due, or Other Amount). Then, click “Go!”.



The screenshot shows the TouchNet homepage. The navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The 'Make Payment' section is highlighted in green. A dropdown menu is open, showing 'I would like to pay...' with a 'Select Option' field and a 'Go!' button circled in red. The 'My Profile Setup' sidebar on the right lists various account management options. The 'Student Account' section shows a balance of \$5,702.20.

5. On the Account Payment page, select your method of payment in the drop down menu. Then click “Continue”.



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

Amount \$5,702.20

Method Select Method

Cancel Continue

*Credit 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.

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

- 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”.

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

- 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 Change Amount
Payment Date	5/8/19

Selected Payment Method

TOUCHNET PAYPATH [Change Payment Method](#)

Paid To

Salem State University

Confirmation Email

Primary pstest@salemstate.edu

[Back](#) [Cancel](#) [Continue to PayPath](#)

9. In the pop-up window, please again confirm 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:

[MasterCard](#) [American Express](#) [Discover](#) [Paycom](#) [JCB](#) [Discover](#) [Debit Card](#) [Visa](#)

[Cancel](#) [Continue](#)

10. 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, 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:

Cancel Continue

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