

## Instructions for Making a Payment Through TouchNet

1. Log in to **BlueLink**
2. Click on the **Student Financial Services tab**
3. Click on **Student Accounts**.
4. Click on the link that says **TouchNet Billing System**
5. On the next screen, click the gray bar that says **TouchNet Billing System**
6. This will take you to TouchNet, our billing system.
7. Select the **Make Payment** tab at the top of the page OR select the green **Make Payment** button below your account information.
8. Select the **amount** and **payment date**, and verify the **Payment Total** at the bottom of the page, then click **Continue**
9. **Select Payment Method** from the drop down menu (Credit card via PayPath\* or Electronic Check) *\*NOTE: All card payments made online are accessed a non-refundable service fee which will be added to your payment.* Click **Continue**.
  - i. **If paying with a card through PayPath:**
    1. Review the transaction details (amount, payment type, etc) and click **Continue to PayPath**.
    2. On the next two screens, review and confirm your payment details and hit **continue**.
    3. Enter your card and billing information and hit **Continue**. Follow any on-screen instructions to complete your transaction.
  - ii. **If paying with an electronic check:**
    1. Enter your **Account** and **Billing** information. Click the **Option to Save** box if you'd like to save this payment for future use. Click **Continue**.
    2. Review your information and check the box to agree to the terms and conditions. Click **Continue**.
    3. Follow any on-screen instructions to complete your transaction.