



TouchNet Billing System Instructions

- Making a payment online
- Paying Undergrad Commitment Deposit
- Paying Housing Processing Fee

TouchNet Billing Instructions

1. Log in to Bluelink



Secure Access Login

User Name:

Password:

[Don't know your password?](#)

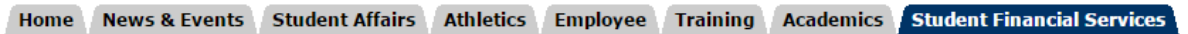
[Having problems logging in? Click here.](#)

[Alternative Login for Screen Readers](#)

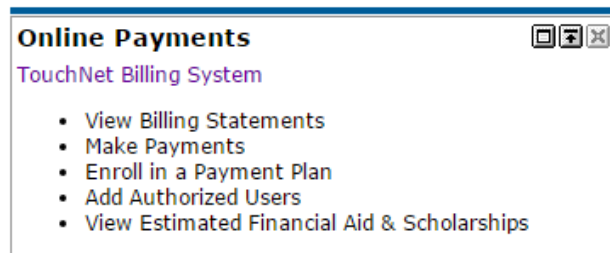
Oklahoma City University Mission

Oklahoma City University embraces the United Methodist tradition of scholarship and service and welcomes all faiths in a culturally rich community dedicated to student success. Men and women pursue academic excellence through a rigorous curriculum focused on students' intellectual, moral, and spiritual development to prepare them to become effective leaders in service to their communities.

2. Click on the **Student Financial Services Tab**




3. On the right side of your screen you will see a box that says **Online Payments**. Click on the link that says **TouchNet Billing System**



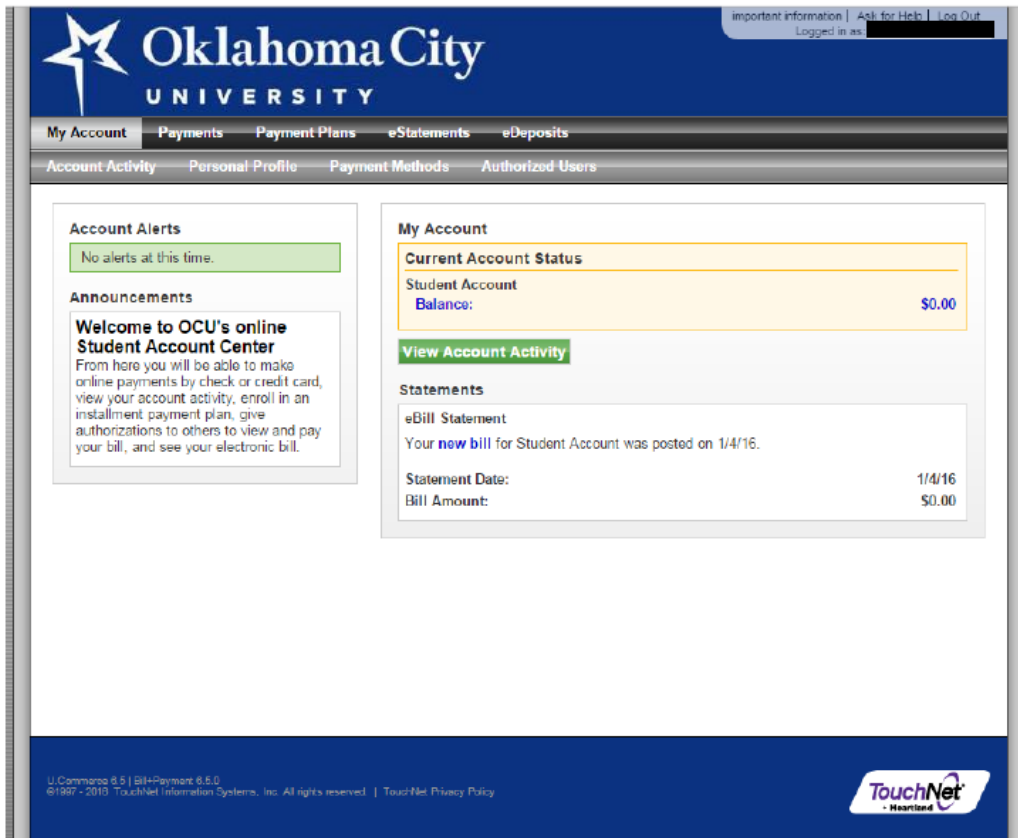
4. On the next screen, click the gray bar that says **TouchNet Billing System**

TouchNet Billing System

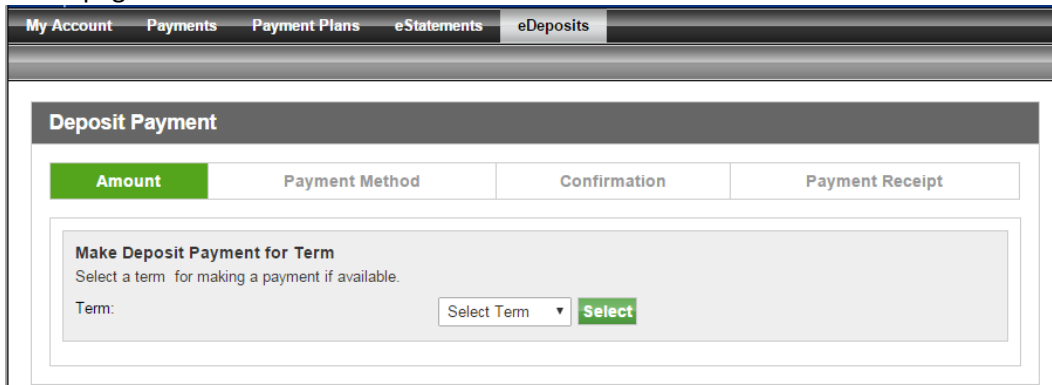
 Pay with credit card or check, sign up for the installment plan, and view your statement.

RELEASE: 8.3

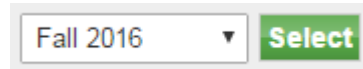
5. This will take you to another website which is our billing system.



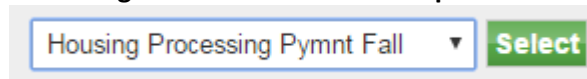
6. To Pay your housing deposit or UG Commitment Deposit, click on the **eDeposits** tab at the top of the page



- i. Select the **Term** and click **Select**



- ii. From the second drop down, select the deposit type – **Housing Processing Pymt or Undergraduate Commitment Dep**



- iii. Verify the amount of the deposit (\$250 – Housing; \$150 – Commitment) and click **continue**

Continue

- iv. Select your **payment method** and click **select**
Select Payment Method

Payment amount: \$250.00

Payment Method:

Select **Back** **Cancel**

Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

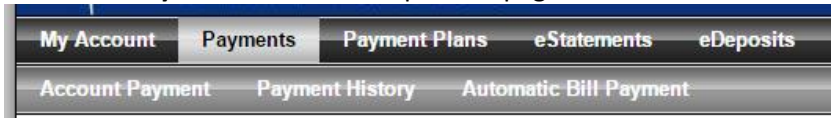
Debit and Credit Card - We accept the following credit and debit cards.



- v. Enter your card or electronic check information and click **continue**
- vi. **Confirm** the amount and information

7. To make a **tuition payment**

- i. Select the **Payments** tab at the top of the page



- ii. Select the green **Make A Payment** button below your account information

Make a Payment

- iii. Select the **payment** and **payment date**, then click **continue**
- iv. **Select Payment Method** and click **select**
Select Payment Method

Payment amount: \$5.00

Payment Method:

Select **Back** **Cancel**

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Debit and Credit Card - We accept the following credit and debit cards.



- v. Enter your card or electronic check information and click **continue**
- vi. **Confirm** the amount and information