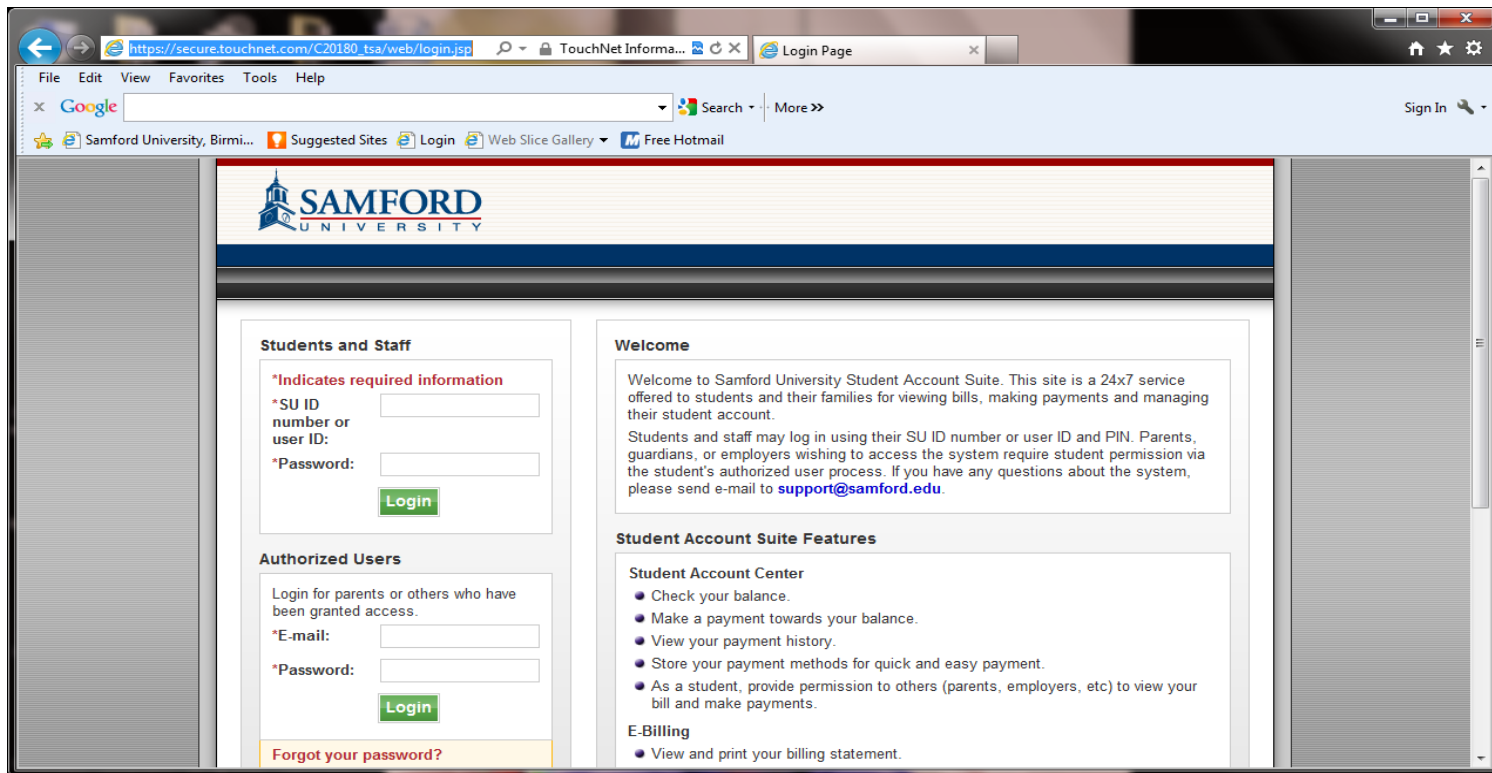


## HOW TO MAKE AN ON-LINE PAYMENT

Go to [https://secure.touchnet.com/C20180\\_tsa/web/login.jsp](https://secure.touchnet.com/C20180_tsa/web/login.jsp)

Note: Bookmark the ebill web site for convenience. Students can enter the ebill system via the Samford portal.

Ebill Login Page – Student uses SU ID # and E-mail password authorized users use their E-mail address and self assigned password.



The screenshot shows a web browser window displaying the login page for the Samford University Student Account Suite. The browser's address bar shows the URL [https://secure.touchnet.com/C20180\\_tsa/web/login.jsp](https://secure.touchnet.com/C20180_tsa/web/login.jsp). The page features the Samford University logo at the top. Below the logo, there are two main login sections: "Students and Staff" and "Authorized Users".

**Students and Staff**

\*Indicates required information

\*SU ID number or user ID:

\*Password:

**Authorized Users**

Login for parents or others who have been granted access.

\*E-mail:

\*Password:

[Forgot your password?](#)

**Welcome**

Welcome to Samford University Student Account Suite. This site is a 24x7 service offered to students and their families for viewing bills, making payments and managing their student account.

Students and staff may log in using their SU ID number or user ID and PIN. Parents, guardians, or employers wishing to access the system require student permission via the student's authorized user process. If you have any questions about the system, please send e-mail to [support@samford.edu](mailto:support@samford.edu).

**Student Account Suite Features**

**Student Account Center**

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

**E-Billing**

- View and print your billing statement.

## Step 1. Make credit card or check payment

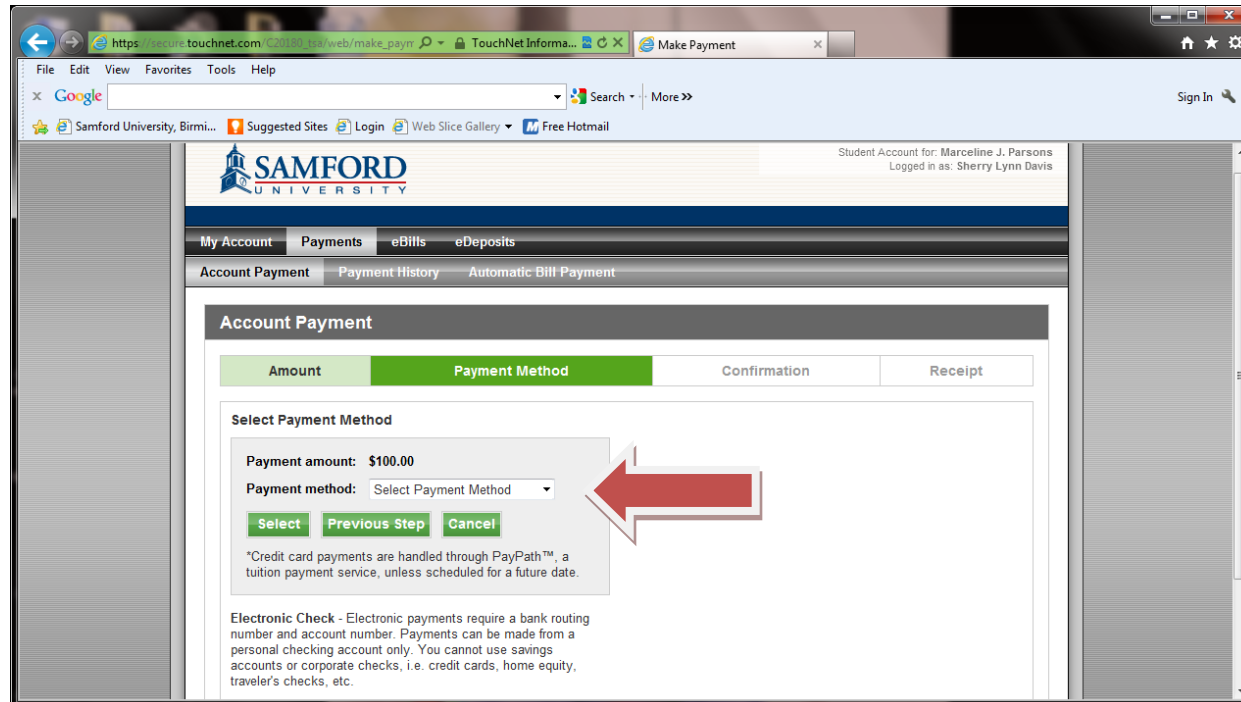
The screenshot shows a web browser window displaying the Samford University Student Account Home page. The browser's address bar shows the URL: [https://secure.touchnet.com/C20180\\_tsa/tapp?Navigate=...](https://secure.touchnet.com/C20180_tsa/tapp?Navigate=...). The page header includes the Samford University logo and navigation links for 'My Account', 'Payments', 'eBills', and 'eDeposits'. The 'My Account' section is active, showing 'Current Account Status' with a balance of \$0.00. Below this, there are two buttons: 'Make a Payment' and 'View Account Activity'. A red arrow points to the 'Make a Payment' button. To the left, there are sections for 'Account Alerts' (No alerts at this time) and 'Announcements' (dated April 3, 2012). At the bottom, there is a 'Statement' section with a table of account details.

Statement	
eBill Sta	
A new bi	Student Account was delivered on 2/9/12.
Account	Student Account
Statement Date:	2/9/12
Bill Amount:	\$125.00

## Step 2. Make credit card or check payment

The screenshot shows a web browser window with the URL [https://secure.touchnet.com/C20180\\_tsa/tapp?Navigate=r](https://secure.touchnet.com/C20180_tsa/tapp?Navigate=r). The browser's address bar also shows 'TouchNet Informa...' and 'Make Payment'. The page header includes the Samford University logo and navigation links: 'Helpful Information | Ask for Help | Log Out', 'Student Account for: Marceline J. Parsons', and 'Logged in as: Sherry Lynn Davis'. Below the header is a navigation menu with 'My Account', 'Payments', 'eBills', and 'eDeposits'. Under 'Payments', there are sub-links for 'Account Payment', 'Payment History', and 'Automatic Bill Payment'. The main content area is titled 'Account Payment' and features a table with four columns: 'Amount', 'Payment Method', 'Confirmation', and 'Receipt'. The 'Amount' column is highlighted in green. Below the table is a 'Select Payment' section with a radio button selected for 'Current account balance'. The payment amount is \$0.00, and the 'Payment Date' is 4/3/12. A 'Memo' field is also present. A green 'Continue' button is located at the bottom of the form. The footer contains copyright information: 'U.Commerce 6.0 | Bill+Payment 6.0.0 ©1997 - 2012 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy' and the TouchNet logo with the text 'Secured Site'.

### Step 3. Make a credit card or check payment



## Step 4. Make a check payment

https://secure.touchnet.com/20180\_tsa/web/make\_paym TouchNet Informa... Make Payment

File Edit View Favorites Tools Help

Google Search More >> Sign In

Samford University, Birmi... Suggested Sites Login Web Slice Gallery Free Hotmail

Amount	Payment Method	Confirmation	Receipt
--------	----------------	--------------	---------

**Select Payment Method**

Payment amount: **\$100.00**

Payment method: **Electronic Check (checking)**

**Select**

\*Credit card payments are handled through PayPath™, a tuition payment service, unless scheduled for a future date.

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

**Account Information**  
\*Indicates required fields  
**Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.**

\*Routing number:   
[\(View example\)](#)

\*Account number:

\*Confirm account number:

\*Name on account:

**Option to Save**

Save this payment method for future use

Save payment method as:   
(e.g. Primary Checking)

**Continue Previous Step Cancel**

## Step 5. Make a credit card payment

The screenshot shows a web browser window with the URL <https://secure.touchnet.com>. The page is for Samford University's TouchNet system. The user is logged in as Sherry Lynn Davis. The navigation menu includes 'My Account', 'Payments', 'eBills', and 'eDeposits'. The 'Account Payment' section is active, showing a table with columns for Amount, Payment Method, Confirmation, and Receipt. Below the table is a 'Review Details' box with the following information:

Amount	Payment Method	Confirmation	Receipt
<b>Review Details</b> Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.			
Payment amount:	\$100.00		
Payment type:	Credit Card through PayPath™, a tuition payment service.		
<a href="#">Continue to PayPath</a>	<a href="#">Previous Step</a>	<a href="#">Cancel</a>	

A red arrow points to the 'Continue to PayPath' button. The footer contains copyright information for TouchNet Information Systems, Inc. and a 'TouchNet Secured Site' logo.

## Step 6. Make a credit card payment

The screenshot shows a web browser window titled "PayPath Login - Windows Internet Explorer". The address bar displays "https://paypath.touchnet.com/p50/web/sidPinLogin.jsp" and the site name "TouchNet Information Systems, Inc. [US]". The browser menu includes "File", "Edit", "View", "Favorites", "Tools", and "Help". A search bar with the Google logo and a "Sign In" link are visible in the top right.

The main content area features a purple header with the "PayPath Payment Service" logo. Below this is the Samford University logo, which includes the text "Samford University" and a stylized building icon. A welcome message reads: "Welcome to the PayPath Payment Service! This service allows you to make credit or debit card payments for Samford University student accounts. A non-refundable PayPath Payment Service fee of 2.75% (minimum \$3.00) will be added to your payment."

A "Transaction Details" box contains the following information:

Transaction Details	
Student ID:	900087119
Term:	Spring 2012

Below the transaction details, it states "PayPath Payment Service accepts:" followed by logos for MasterCard, American Express, Discover, Diners Club, JCB, UnionPay, BCard, and DinaCard. The browser's status bar at the bottom right shows "100%" zoom.

## Step 7. Make a credit card payment

PayPath Payment Amount - Windows Internet Explorer  
https://paypath.touchnet.com/p50/web/payamtinfo.jsp Identified by thawte

File Edit View Favorites Tools Help  
x Google Search More >> Sign In

**PayPath** Payment Service

1. Amount 2. Card Information 3. Submit 4. Receipt

**Payment Amount Information**  
In addition to the amount paid to Samford University, a non-refundable PayPath Convenience fee of 2.75% will be added to your payment.

Payment amount: \$100.00

Continue Cancel

© 2004-2011 TouchNet Information Systems, Inc. | TouchNet Privacy Policy  
PayPath and TouchNet are registered trademarks of TouchNet Information Systems, Inc.  
Contact Information | Phone: (205)726-2816 | Contact email: broffice@samford.edu

TouchNet  
POWERED

100%



Step 8. Make a credit card payment. Continue through PayPath and follow the prompts to complete the payment transaction.

The screenshot shows a web browser window titled "PayPath Payment Card Information - Windows Internet Explorer". The address bar displays "https://paypath.touchnet.com/p50/web/creditcardinfo.jsp". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". A search bar with the Google logo and a "Sign In" link are visible in the top right.

The main content area features a purple header with the "PayPath Payment Service" logo. Below the header is a progress bar with four steps: "1. Amount", "2. Card Information" (highlighted in green), "3. Submit", and "4. Receipt".

The "Payment Card Information" section includes the text "PayPath Payment Service accepts:" followed by logos for MasterCard, American Express, Discover, Diners Club International, JCB, UnionPay, DCCard, and DinaCard.

A red asterisk indicates required fields. The form contains the following fields:

- \*Name on card:
- \*Card type: MasterCard (dropdown menu)
- \*Card account number:
- \*Card expiration date: 04 (dropdown) / 2013 (dropdown)
- \*Card security code:  [What is this?](#)

The "Billing Address" section includes:

- Check if address is outside of the United States:
- \*Billing address:

The browser's status bar at the bottom right shows a magnifying glass icon and "100%".