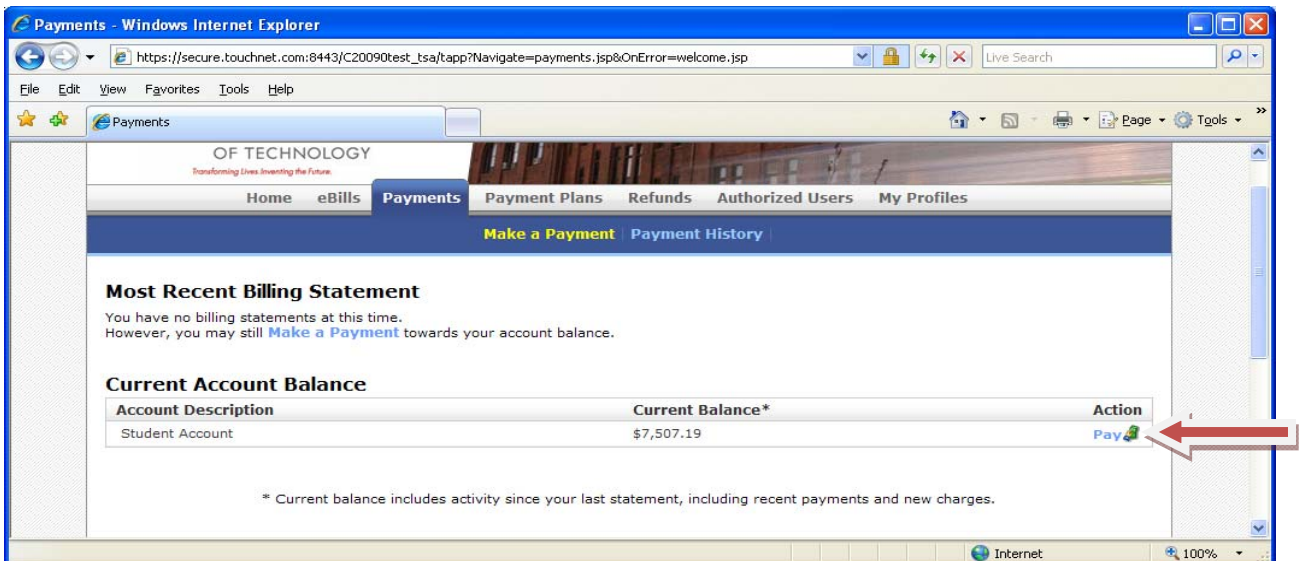
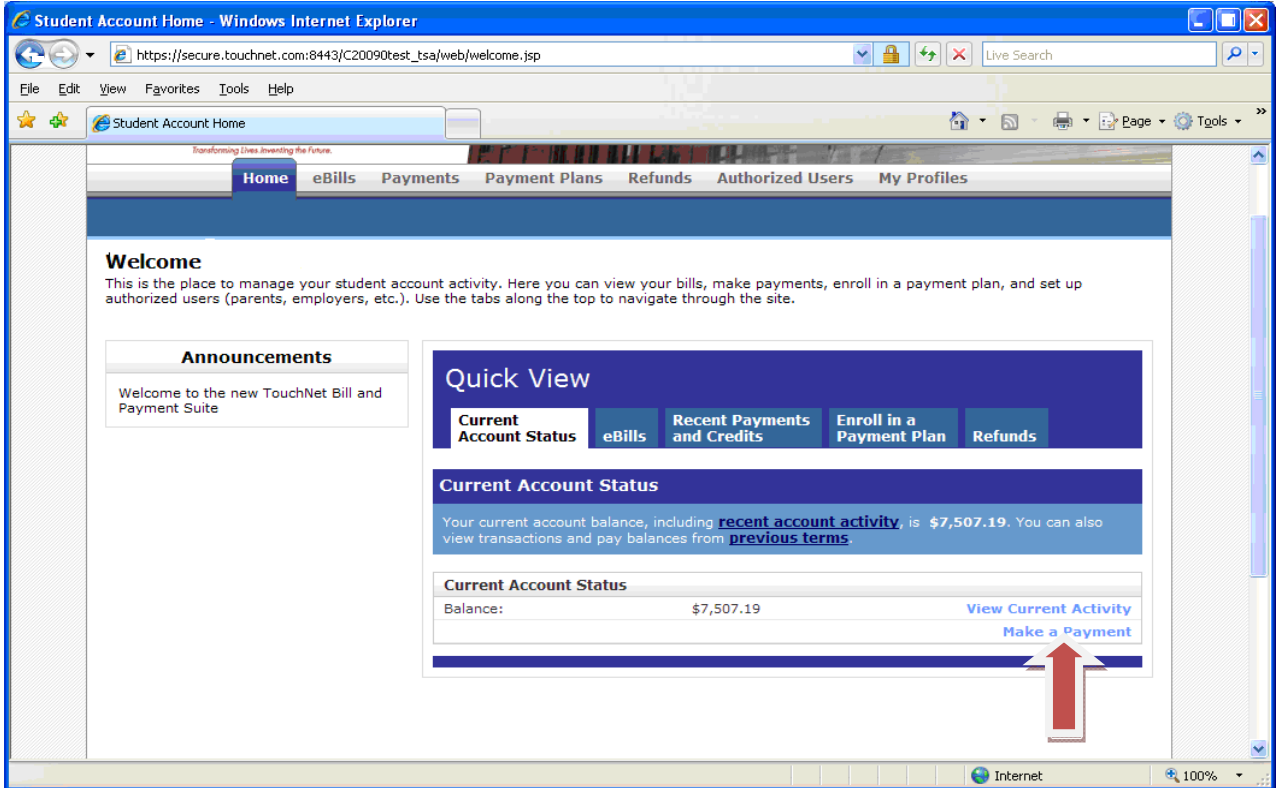


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Students assess TouchNet Bill & Payment suite through the student portal. Simply click on the “Make a Payment” button while viewing your account activity. Once logged into the Bill & Payment suite home page, students and authorized users can view the student’s account activity and balances as well as make payments.

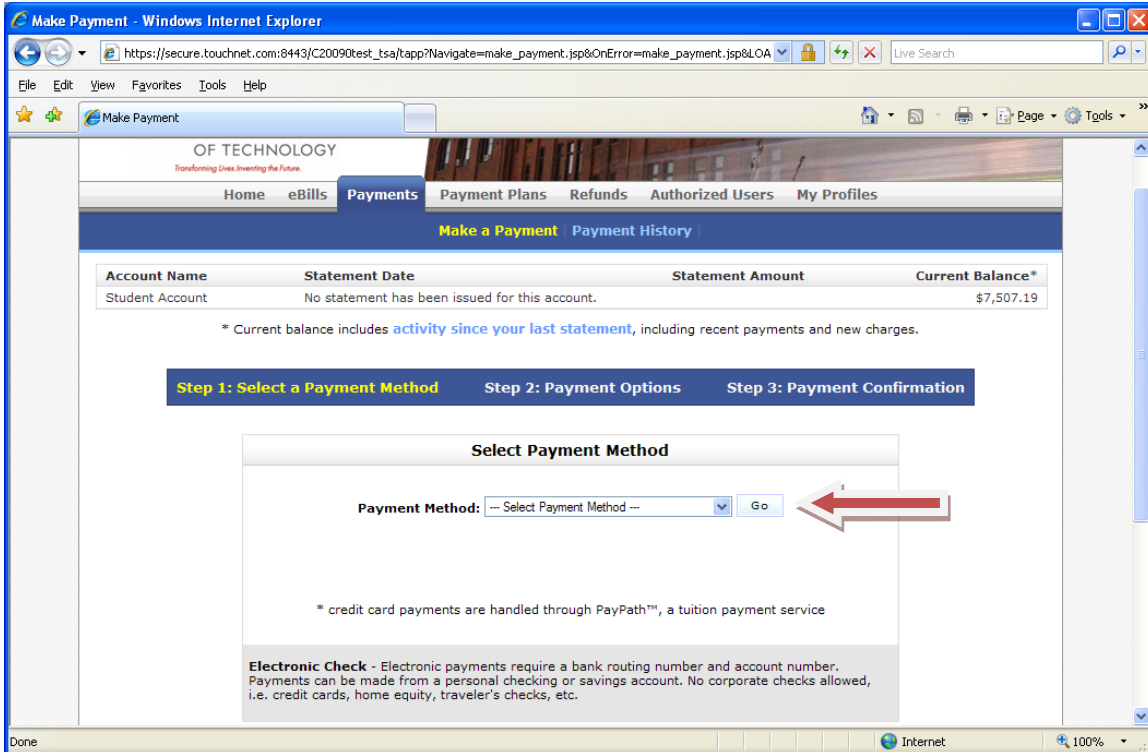
Making a Payment

Payments can be made from the Quick View menu by clicking on **Make a Payment** or from the **Payment Menu** by clicking the pay button.



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Select payment method from drop down box and press the “Go” button.



Payment Methods

Payments can be made by credit card or checking account. After method selection, complete all required fields and then click **Continue**

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Checking Account

Make Payment New Bank Account - Windows Internet Explorer

https://secure.touchnet.com:8443/C20090test_tsa/web/make_payment_new_ach.jsp

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Make a Payment Payment History

Account Name	Statement Date	Statement Amount	Current Balance*
Student Account	No statement has been issued for this account.		\$7,507.19

* Current balance includes activity since your last statement, including recent payments and new charges.

Step 1: Select a Payment Method Step 2: Payment Options Step 3: Payment Confirmation

Bank Account Information
(Personal accounts only. No corporate accounts, i.e. credit cards, home equity, traveler's checks, etc.)

Account Type: [Account Type -]
ABA Routing Number: [View Illustration]
Account Number: []
Confirm Account Number: []

Accountholder Billing Information
Name on Account: []
International Address?
Billing Address: []
City: []
State/Province: [Select a State/Province]
Zip Code: []

Refund Options
 Check here if you would like refunds to be deposited into this account.
IMPORTANT: Only ONE account can be designated to receive refunds.

Option to Save
 Save this payment method for future use
Save Payment Method As: [] (e.g. Primary Checking)

<< Back Cancel Continue

Credit Card

PayPath Payment Card Information - Windows Internet Explorer

https://paypath.touchnet.com:8701/p50test/web/creditcardinfo.jsp

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

Payment Card Information
PayPath Payment Service accepts MasterCard, American Express, and Discover.

MasterCard American Express Discover

***Indicates required fields**

*Name on card: []

*Card type: [MasterCard]

*Card account number: []

*Card expiration date: [10] [2010]

*Card security code: [] [What is this?](#)

Billing Address
Check if address is outside of the United States:

*Billing address: []

*City: []

*State: [Illinois (IL)]

*Zip code: []

*Email address: []

*Confirm email address: []

Phone number: []

You will have the opportunity to review this transaction before being submitted.

Continue Cancel

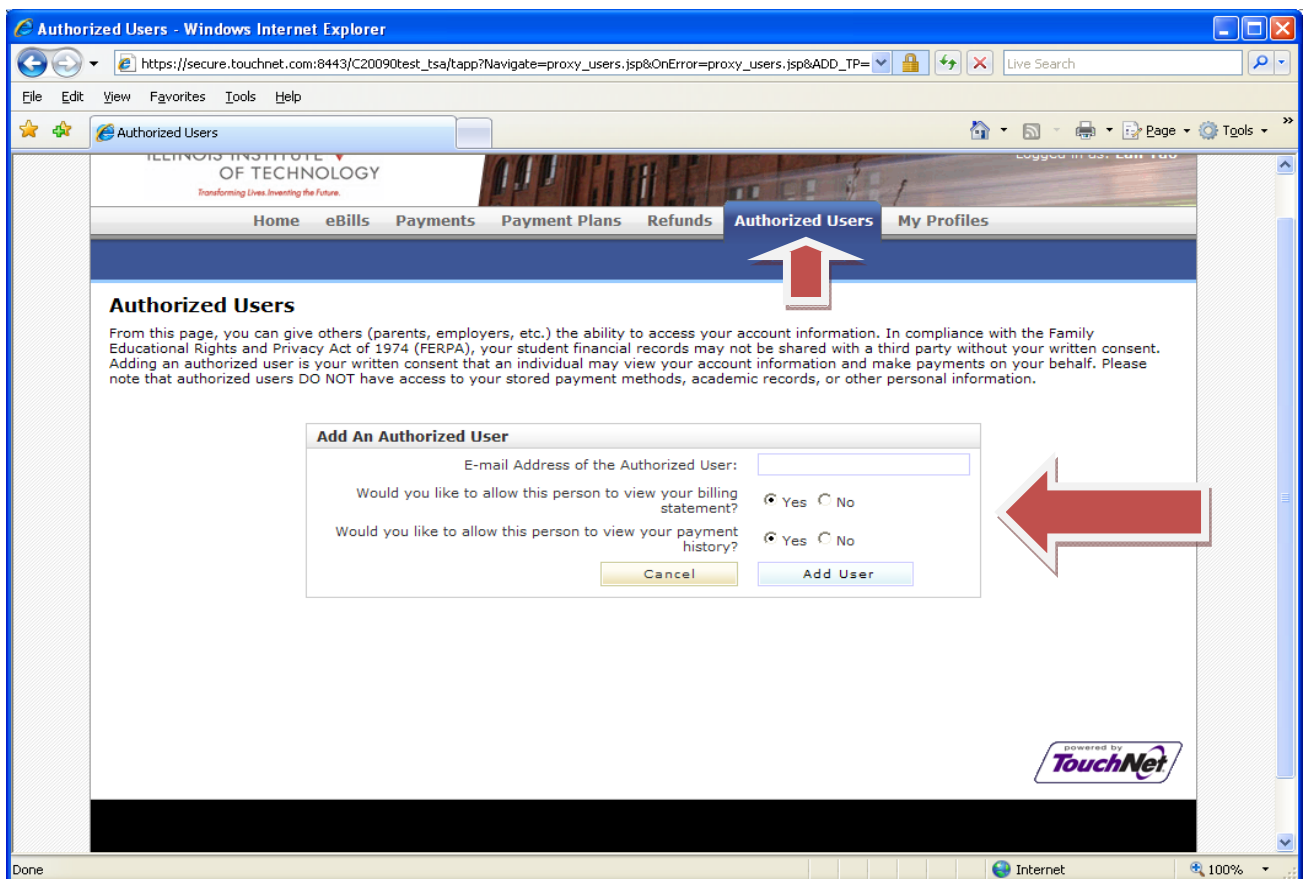
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Setting up Authorized Users

A student has the ability to grant Parents or Guardians access to their access accounts. Adding an authorized user is the student's consent that an individual may view their account information and make payments on their behalf.

To create an authorize user follow these simple steps:

1. Click on the **Authorize Users** tab. Then click **Add an Authorize User**
2. Enter the email address of the authorize users and complete the permissions fields.
3. Click **Add User**
4. An email will be sent to the authorize user with their log-in information. The authorized user simply follows the email instructions.



The Bursar's Office team is available to assist you with any questions you have regarding account set up or payment options. Please contact us at bursar@iit.edu or 312-567-3794.