Authorized User Online Payment Information

Office of Student and Departmental Account Services
Authorized Users

- Online payments can only be made by the student or an Authorized User. By adding an authorized user, it is considered written consent that an individual may view the student’s account information and make payments on their behalf. Please note that authorized users DO NOT have access to the student’s stored payment methods, academic records, or other personal information.

- To add an authorized user, the student must be logged into the TouchNet system. The student will need to follow these next steps to add an Authorized User.
Add Authorized User

- The student’s first step begins by clicking on the “Make a Payment” link or the “Account Inquiry” link from their LOUIE account.

- LOUIE will then open the TouchNet Transfer notification message with the redirect TouchNet link. Students should turn off their Pop-up Blocker and click the redirect link.

- The TouchNet account main page will now be visible. There are six menu items at the top of the screen. The student clicks on the “Authorized Users” menu item.

- From this screen the student is able to add an Authorized User by licking on > Add Authorized User and proceed through the next steps.

- When a student has successfully set up an Authorized User, a Thank You message will be visible at the top of the screen and confirmation that an e-mail has been sent to the newly authorized user. The e-mail notifications sent to the Authorized User will include a link to the instructions on how to log in and view the student’s account. The password information will be sent separately in a second email.
Authorized User Online Payments

• Authorized Users are able to make payments online through the TouchNet website
  https://secure.touchnet.net/C21158_tsa/web/login.jsp
• A link to the TouchNet web address will be included in the email sent to Authorized Users as well as posted on the Student and Departmental Account Services website, http://home.nau.edu/bursar/ and the Parent and Family Services website, http://home.nau.edu/parents/
• Payments may be made with E-Check or Credit Card.
• There is no fee associated with an E-Check.
• There is a 2.75% fee (fee minimum is $3) for use of a credit card.
Welcome Authorized Users

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

Students and staff may log in using their University 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 email to bursar@nau.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 make payments.

Forgot your password? View saved password hint, or have a temporary password e-mailed to you.

Browser and Plugin Support

This site works best with Microsoft’s Internet Explorer 7.0+, Mozilla’s Firefox 2.0+, Apple’s Safari 3.0+ and JavaScript must be enabled. For questions and concerns or to report an issue, please contact us at bursar@nau.edu.
From the TouchNet main page, you can make a payment, view account activity, save and update payment methods, and see all students the Authorized User has been given access to view.

To make a payment, click ‘Make a Payment.’
• TouchNet will then confirm with you the total account balance (you can change your payment total on the next page).

• Click ‘Make a Payment’.
• From here you can select from due charges, term charges, or elect to pay only specific charges on your account.

• You can also schedule a future payment by changing the payment date.

• When ready, click ‘Continue’
• From here you can select your payment method.

• You can choose E-Check, Credit Card, or a saved payment method if it has been set-up.
- Make sure all areas with the red star (*) are filled out and correct.
- We suggest checking with your bank for the correct routing and account number.
- There is a $30 fee for all returned checks.
- Save your payment information here.
- When ready click ‘Continue’
E-Check

• TouchNet will then confirm with you the information that has been entered. It will also list the name and address of the bank associated with the routing number that you have given.

• When you are ready to submit payment, please agree to the terms and conditions and then click ‘Continue’.
• TouchNet will follow up with a receipt window that you may print for your records. A confirmation email will also be sent to your student’s NAU email address.

• This concludes payment with E-Check
If you have selected to pay by Credit/Debit Card, TouchNet will confirm with you the amount you plan to pay, and ask you to continue on to PayPath.

There is a 2.75% fee (Fee minimum is $3) to use a Credit Card.
Credit Card Via PayPath

- Reminder, there is a 2.75% Fee for use of a credit card
- PayPath Accepts MasterCard, American Express, Discover, Diners Club, and various international Cards
• **PayPath will confirm the payment amount with you.**
Credit Card Via PayPath

- Please make sure that all items marked with a red star (*) are filled out and are correct.
- International Students do not need to fill out an address.
- When ready, click ‘Continue.”
Credit Card Via PayPath

• PayPath will list the amount being paid to NAU as well as the 2.75%($3 minimum) Fee.

• Verify that all information is correct.

• When ready, please agree to the terms and conditions and then click ‘submit payment.’
Credit Card Via PayPath

• You will then receive a receipt from PayPath. You may print this page for your records. A receipt will also be emailed to the address you provided.

• When you are done click ‘Close.”
Credit Card Via PayPath

Thank you for using PayPath Services!
Your transaction has been completed. You may choose to close this window by clicking the button below or the window will close automatically in ten seconds.

Close

• When you are finished PayPath will confirm that everything is complete and transfer you back to TouchNet.

• TouchNet will then confirm that they received the notification.

Account Payment

Thank you for your payment via PayPath.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Method</th>
<th>Confirmation</th>
<th>Receipt</th>
</tr>
</thead>
</table>

Payment Receipt

Your payment through PayPath in the amount of $0.50 was successful.

Confirmation number: Displayed on the PayPath receipt
Payment date: Thursday, September 28, 2011
Amount paid: $0.50
Student name: Northern Arizona University
Paid to: Northern Arizona University
Thank You

- This concludes our tutorial. If you have any further questions you may contact us at 928-523-3122 and select option 3 to speak with our student account representatives.

- Should you need to mail a payment, our mailing address is:

  Student and Departmental Accounts
  Northern Arizona University
  PO BOX 4096
  Flagstaff AZ 86011