How to make Payment in TouchNet

From My Account Page, Select the green Make a Payment button

Again select Make a Payment
Use the radio button to select Current account balance. The amount you want to pay is editable. Use the default amount or enter amount including decimal point. Press continue.

The rest of this is the same as making a deposit.
Fill in Account Information required fields and press Continue
On the confirmation page agree to the terms and conditions and the submit button will appear. Press submit payment button
Payment receipt page is presented next for printing.

### Deposit Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

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

### Payment Receipt

Your payment in the amount of $300.00 was successful. A confirmation email was sent to pa_cs_tst@pugetsound.edu. Please print this page for your records.

- **Confirmation number:** 60
- **Payment date:** 4/29/14
- **Amount paid:** $300.00
- **Student name:** Aaron Lau
- **Paid to:** University of Puget Sound
- **Account number:** xx3
- **Name on account:** Aaron Lau
- **Account type:** Checking