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.

Select Payment Method from the drop down, press Select.
Fill in Account Information required fields and press Continue

### Deposit Payment

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

#### Select Payment Method

- **Payment amount:** $300.00
- **Payment method:** Electronic Check (checking/savings)

#### Account Information

*Indicates required fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account type</td>
<td>Select account type</td>
</tr>
<tr>
<td>Routing number</td>
<td>Enter the routing number. Do not include the 'Routing'.</td>
</tr>
<tr>
<td>Bank Account number</td>
<td>Enter the bank account number.</td>
</tr>
<tr>
<td>Confirm account number</td>
<td>Confirm the account number.</td>
</tr>
<tr>
<td>Name on account</td>
<td>The name on the check.</td>
</tr>
</tbody>
</table>

#### Refund Options

- Check here if you would like refunds to be deposited into this account.

#### Option to Save

- Save payment method for future use:
  - Save payment method as: (e.g. Primary Checking)

### Options

- Continue
- Previous Step
- Cancel
On the confirmation page agree to the terms and conditions and the submit button will appear. Press submit payment button

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Submit Payment

Please review the transaction details, agree to the terms and conditions, then submit your payment.
- **Payment date:** 4/29/14
- **Payment amount:** $300.00
- **Account type:** Checking
- **Routing number:** 125108272
- **Account number:** xx3
- **Name on account:** [redacted]
- **E-mail:** ps_cs_fsl@pugelsound.edu
- **Accept refunds:** No

### Terms and Conditions

I hereby authorize University of Puget Sound to initiate debit or credit entries to my Depository according to the terms below and for my Depository to debit or credit the same to such account. In the event that this electronic payment is returned unpaid for any reason, I understand that a $25.00 return fee will be added to my student account.

**Name:**

**Address:**

**Depository:**

COLUMBIA STATE BANK
STE B
LAKewood, WA 98499
Routing Number: 125108272
Account Number: xx3

Debit Amount: $300.00

This agreement is dated Tuesday, April 29, 2014.

For fraud detection purposes, your internet address has been logged: [redacted]

Any false information entered hereon constitutes as fraud and subjects the party entering same to felony prosecution under both federal and state laws of the United States. Violators will be prosecuted to the fullest extent of the law.

To revoke this authorization agreement you must contact: [redacted]

I agree to the above terms and conditions. (Print Agreement)

By selecting the Submit Payment button you are agreeing to the Terms and Conditions.
Payment receipt page is presented next for printing.

<table>
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<tr>
<th>Amount</th>
<th>Payment Method</th>
<th>Confirmation</th>
<th>Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>$300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:** [Redacted]
- **Paid to:** University of Puget Sound
- **Account number:** xx3
- **Name on account:** [Redacted]
- **Account type:** Checking