


Use the link below to enter the Student Account and Payment site - **Touchnet**:

[https://secure.touchnet.net/C24235\\_tsa/web/caslogin.jsp](https://secure.touchnet.net/C24235_tsa/web/caslogin.jsp)

Your Username is your full student email address, and your Password is your email password.

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## Sign in to your account

☐ Remember me on this computer

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The first time you log in, you will see a legal **Student Financial Agreement**. You should read through this information.

You will need to click **I Agree** before you can continue.

Once you agree, you will see your **Student Account** in the middle of the Home Screen.

If you want to **Pay your Entire Balance** using a credit card or a checking/savings account, continue to **page 2**.

If you want to **Create a Payment Plan** using a credit card or a checking/savings account, go to **page 12**.

# Pay Entire Balance

To pay your entire balance, click **Make Payment**.

Student Account	ID: xxxx8128
Balance	\$749.00
<div>View Activity</div> <div>Enroll in Payment Plan</div> <div><b>Make Payment</b></div>	

Select a Payment Option next. Choose **Current Account Balance** to pay the entire balance. Choose **Pay by Term** to select a specific semester balance to pay.

After you've selected a payment option, click **Add**.

## Account Payment

\$

Amount

Method

Confirmation

Receipt

Payment Date: 7/12/22

Select Payment Option

☒ **Current Account Balance**  
\$749.00

☐ **Pay By Term**  
Select which semester terms to pay

Current Account Balance

Click 'Add' to include in the payment total.

Student Account | \$749.00

\$ 749.00 **Add**


Payment Total


\$0.00


Continue


The **Payment Total** (at the bottom right) should show the correct amount.  
Click **Continue**.


### Account Payment

Amount

Method

Confirmation

Receipt

Payment Date:  

#### Select Payment Option

☒ **Current Account Balance**  
\$749.00

☐ **Pay By Term**  
Select which semester terms to pay

#### Current Account Balance

Click 'Add' to include in the payment total.

Student Account | \$749.00 

\$ 749.00 Remove

Current Account Balance (Student Account)	\$749.00
<b>Payment Total</b>	<b>\$749.00</b>

Continue

Next, you will choose how you want to pay the full amount.

- Instructions for how to **Use Your Credit Card to Pay** are on pages 4 – 8.
- Instructions for how to **Use Your Checking/Savings Account to Pay** are on pages 9 – 11.

## Use Your Credit Card to Pay

From the drop down menu, select **Credit Card via PayPath** to use your credit card to pay.

NOTE: PayPath charges an additional fee when you pay with a credit card.

Once you have selected the payment method, click **Continue**.

### Account Payment

\* Indicates required information

Amount: \$749.00

Method:\*

Select Method

Credit Card

Credit Card via PayPath

Other Payment Methods

Electronic Check (checking/savings)

Back Cancel Continue

\*Credit card payments are subject to a non-refundable service fee. A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

Next, you should see a summary page. Once you confirm that the information on this page is correct, click **Continue to PayPath** to enter the secure payment screen.

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment Information		
Payment Date	7/12/22	
Term	Account	Amount
Fall 2022	Student Account	\$749.00
Total Payment Amount		\$749.00

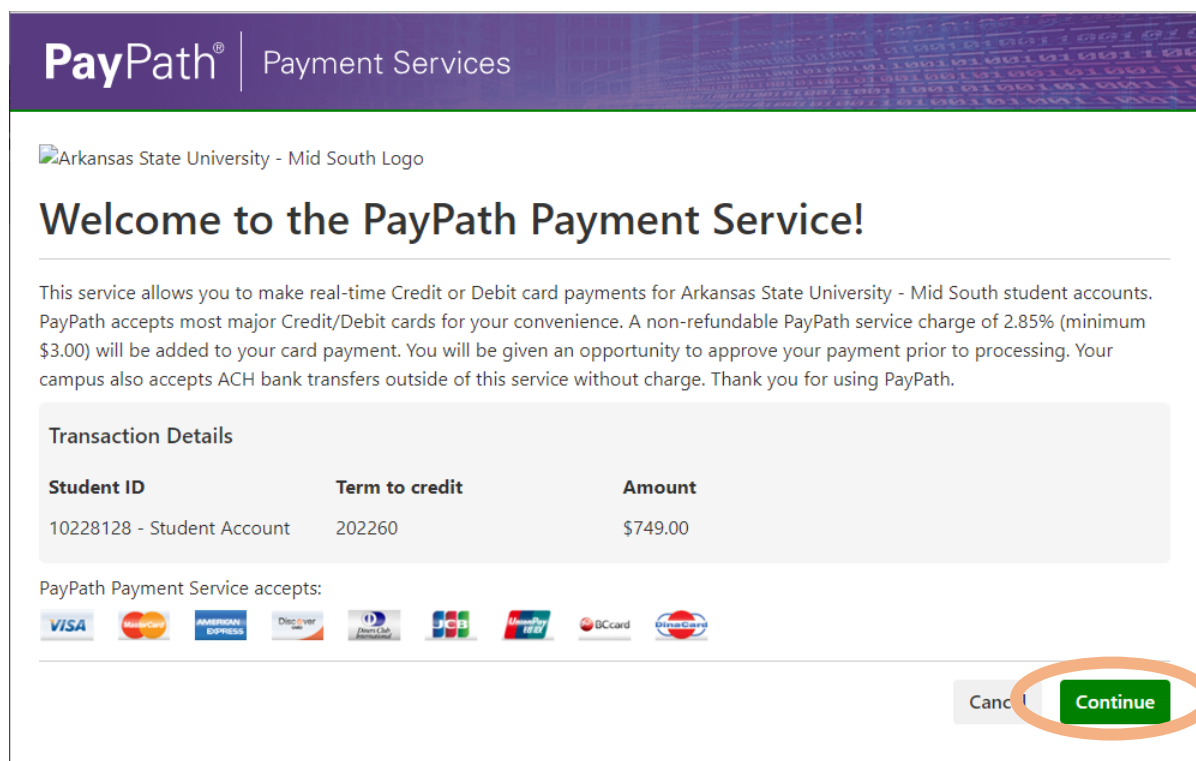
Paid To	
Arkansas State University Mid-South 2000 W Broadway West Memphis, AR 72301	

Confirmation Email	
djennings@asumidsouth.edu	

Selected Payment Method	
Account:	TOUCHNET PAYPATH
Change Payment Method	

Back Cancel Continue to PayPath

You should now see the Welcome screen in PayPath Payment Services. You should see the correct total. Click **Continue**.



The screenshot shows the 'Welcome to the PayPath Payment Service!' screen. At the top is the PayPath logo and 'Payment Services'. Below is the 'Arkansas State University - Mid South Logo'. The main heading is 'Welcome to the PayPath Payment Service!'. A paragraph explains the service: 'This service allows you to make real-time Credit or Debit card payments for Arkansas State University - Mid South student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.85% (minimum \$3.00) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts ACH bank transfers outside of this service without charge. Thank you for using PayPath.' Below this is a 'Transaction Details' section with a table:

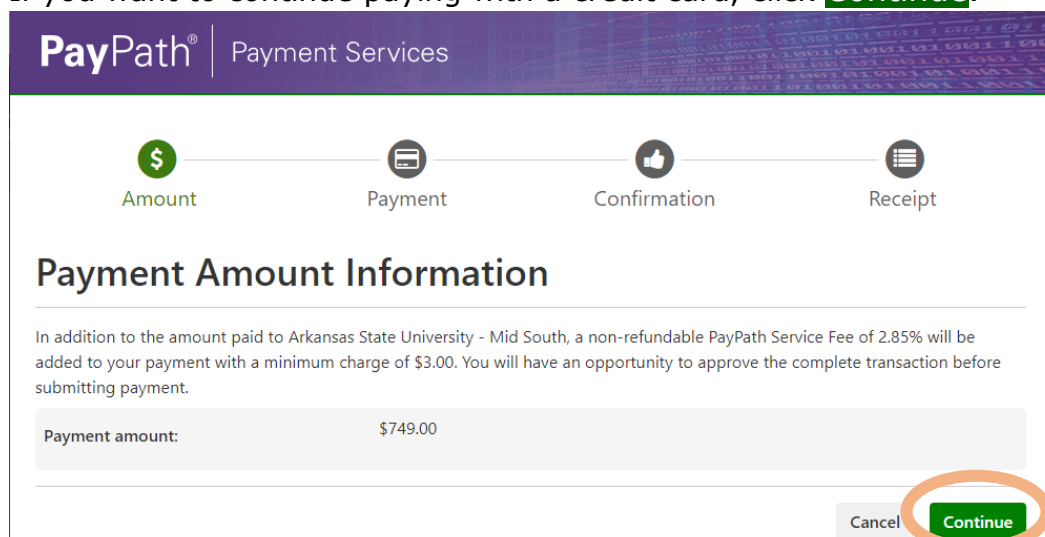
Student ID	Term to credit	Amount
10228128 - Student Account	202260	\$749.00

Below the table, it says 'PayPath Payment Service accepts:' followed by logos for VISA, MasterCard, AMERICAN EXPRESS, Discover, JCB, UnionPay, DCCard, and Debit Card. At the bottom right, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with an orange circle.

The next screen reminds you that using a credit card will add additional fees. For the example below, the additional fees would be \$21.35 ( $\$749.00 \times 2.85\%$ ).

You can change your mind and avoid this extra charge by using a checking or savings account (Electronic Check). If you want to do that, click **Cancel**.

If you want to continue paying with a credit card, click **Continue**.



The screenshot shows the 'Payment Amount Information' screen. At the top is the PayPath logo and 'Payment Services'. Below is a progress bar with four steps: 'Amount' (highlighted with a green circle), 'Payment', 'Confirmation', and 'Receipt'. The main heading is 'Payment Amount Information'. A paragraph explains the fee: 'In addition to the amount paid to Arkansas State University - Mid South, a non-refundable PayPath Service Fee of 2.85% will be added to your payment with a minimum charge of \$3.00. You will have an opportunity to approve the complete transaction before submitting payment.' Below this is a table:

Payment amount:	\$749.00
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At the bottom right, there are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with an orange circle.

Enter your credit card information and click **Continue**.

\$

Amount

Payment

Confirmation

Receipt

PayPath Payment Service accepts:

VISA

MasterCard

AMERICAN EXPRESS

Discover

Paycom

Paycom

Paycom

Paycom

Paycom

Paycom

### Payment Card Information

Name on card:

Card account number:

Card expiration date:

MM

YYYY

Card security code:

CVV

What is this?

### Billing Address

☐ Check if address is outside of the United States:

Billing address:

City:

State:

Arkansas (AR)

Zip code:

Email address:

Confirm email address:

Phone number: (optional)

Cancel

Continue

PayPath will then ask you to review the Payment Details. You should see the amount of the Payment to Mid-South, the PayPath Service Fee amount, and the Total Payment amount. Check that everything is correct.

Click the box that says **"I agree to the terms and conditions."**

Then click **Submit Payment**.



## Review Payment Details

Please review the transaction details and agree to the terms and conditions below. Clicking Submit Payment will finalize your transaction.

Payment to ASU Mid-South:	\$2,689.60
PayPath Payment Service Fee	\$76.65
Total payment amount:	\$2,766.25
School name:	ASU Mid-South
Payer name:	Test
Billing address:	2000 West Broadway
City:	West Memphis
State:	AR
Zip code:	72301
Email address:	essides@asumidsouth.edu
Phone number:	8707336851
Card account number:	xxxxxxxxxxxx1111
Browser internet address:	208.90.106.128
Business correspondence address:	TOUCHNET INFORMATION SYSTEMS INC 9801 RENNER BLVD SUITE 150 LENEXA, KS 66219 UNITED STATES

### Terms and Conditions

I hereby authorize charges totaling \$2,766.25 via my credit card. I understand that a PayPath Payment Convenience fee of \$76.65 will be charged to my credit card and is not refundable under any circumstances.

☒ I agree to the terms and conditions.

Change Information

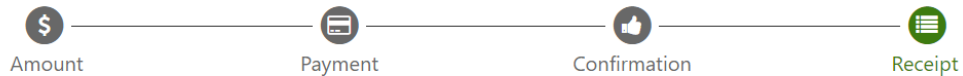
Cancel

Submit Payment

Finally, you should see a Receipt page thanking you for paying.

You should also get an email to the address you provided.

You can print this page for your records by clicking **Print** at the bottom of the page. You are now finished and can click Close.



## Thank you for using PayPath Payment Service!

A payment was processed and posted successfully to your ASU Mid-South account. Please print this page as your receipt and close this payment session. A confirmation email was sent to [essides@asumidsouth.edu](mailto:essides@asumidsouth.edu)

Your credit card statement will reflect two transactions with the following information:

"PayPath ASU Mid-South"	\$2,689.60
"PayPath Service Fee"	\$76.65

### Receipt Information

Payment to ASU Mid-South:	\$2,689.60
PayPath Payment Service Fee:	\$76.65
Total payment amount:	\$2,766.25
School name:	ASU Mid-South
Payer name:	Test
Billing address:	2000 West Broadway
City:	West Memphis
State:	AR
Zip code:	72301
Email address:	<a href="mailto:essides@asumidsouth.edu">essides@asumidsouth.edu</a>
Phone number:	8707336851
Card:	Visa 1111
Date and time:	2022-07-12 16:27:43 CDT
Browser internet address:	208.90.106.128
Reference number:	20220712000178
50852791 receipt ID:	

The following accounts will receive the corresponding credit.

Student ID	Amount
50852791 - Student Account	\$2,689.60

### ASU Mid-South Contact Information

If you have any questions concerning this transaction, please contact ASU Mid-South at:

Contact phone:	870-512-7846
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### Terms and Conditions

I hereby authorize charges totaling \$2,766.25 via my credit card. I understand that a PayPath Payment Convenience fee of \$76.65 will be charged to my credit card and is not refundable under any circumstances.

[Print](#) [Close](#)

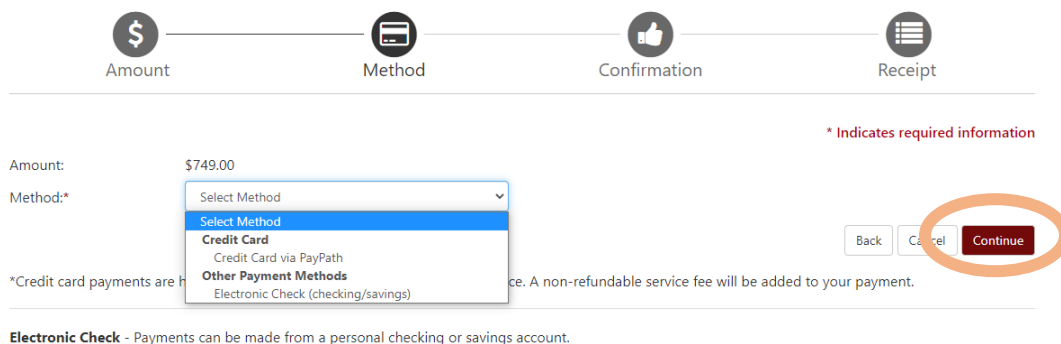


## Use Your Checking/Savings Account to Pay

From the drop down menu, select **Electronic Check (checking/savings)** to pay from your checking or savings account.

Once you have selected the payment method, click **Continue**.

### Account Payment



The flow diagram shows four steps: Amount, Method, Confirmation, and Receipt. The Amount step is completed with a value of \$749.00. The Method step is active, showing a dropdown menu with options: Select Method, Credit Card, Credit Card via PayPath, Other Payment Methods, and Electronic Check (checking/savings). The Confirmation and Receipt steps are not yet active. The form includes a 'Continue' button circled in orange.

Amount: \$749.00

Method:\* Select Method

\*Credit card payments are handled by a third party. A non-refundable service fee will be added to your payment.

**Electronic Check** - Payments can be made from a personal checking or savings account.

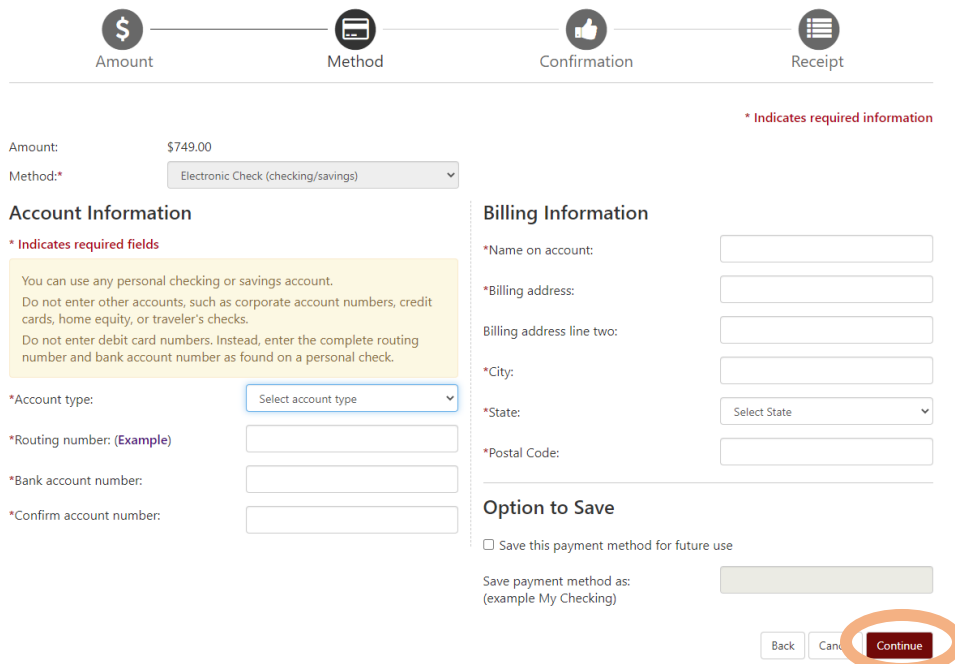
\* Indicates required information

Back Cancel **Continue**

Enter your bank account information and your billing information. (The Routing number and Bank account number are on the bottom of your checks or can usually be found in your bank's online information. You can also call your bank to get the information.)

Click **Continue**.

### Account Payment



The flow diagram shows four steps: Amount, Method, Confirmation, and Receipt. The Amount step is completed with a value of \$749.00. The Method step is active, showing a dropdown menu with the option: Electronic Check (checking/savings). The Confirmation and Receipt steps are not yet active. The form includes a 'Continue' button circled in orange.

Amount: \$749.00

Method:\* Electronic Check (checking/savings)

**Account Information**

\* Indicates required fields

You can use any personal checking or savings account. Do not enter other accounts, such as corporate account numbers, credit cards, home equity, or traveler's checks. Do not enter debit card numbers. Instead, enter the complete routing number and bank account number as found on a personal check.

\*Account type: Select account type

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

**Billing Information**

\*Name on account:

\*Billing address:

Billing address line two:

\*City:

\*State: Select State

\*Postal Code:

**Option to Save**

☐ Save this payment method for future use

Save payment method as: (example My Checking)

Back Cancel **Continue**

\* Indicates required information

Next, you should see the “**Payment Agreement.**” Confirm your banking information is correct.

Click the box that says “**I agree to the terms and conditions.**”

Then click **Continue.**

## ACH Payment Agreement

I hereby authorize **Arkansas State University Mid-South** 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 **\$10.00** return fee will be added to my student account.

Name:	<b>Test Account</b>
Address:	
Depository:	BROOKLINE BANK 625 GEORGE WASHINGTON HWY LINCOLN, RI 028650469
Routing Number:	011001726
Account Number:	xxxx555
Debit Amount:	\$2,669.60

This agreement is dated 07/12/2022 17:01:23 PM CDT.

For fraud detection purposes, your internet address has been logged: 208.90.106.128 at 07/12/2022 17:01:23 PM CDT

**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: **stubill@school.edu**

☐ I agree to the above terms and conditions. ([Print Agreement](#))

Cancel

Continue

Review the Confirmation Page. If everything is correct, click **Submit Payment**.

## Account Payment

\$

Amount

Method

Confirmation

Receipt

Please review the transaction details, then submit your payment.

Payment Information

Payment Date

7/12/22

Term	Account	Amount
Fall 2022	Student Account	\$2,669.60

Total Payment Amount

\$2,669.60

Paid To

Arkansas State University Mid-South  
2000 W Broadway  
West Memphis, AR 72301

Confirmation Email

Selected Payment Method

Account:

WEBCHECK xxxx555

Billing Address:

Test Account

Change Payment Method

Back

Cancel

Submit Payment

Finally, you should see a Receipt page. Please **Print** this page for your records.

## Account Payment

\$

Amount

Method

Confirmation

Receipt

Your payment in the amount of \$2,669.60 was successful. Please print this page for your records. To view all payments, go to My Account > Payment History.

Payment date:

7/12/22

Amount paid:

\$2,669.60

Student name:

Paid to:

Arkansas State University Mid-South  
2000 W Broadway  
West Memphis, AR 72301  
UNITED STATES

Account number:

xxxx5555

Name on account:

Test

Account Type:

Checking

Print

# Create a Payment Plan


To create a payment plan, click **Enroll in Payment Plan**.


NOTE: There is a \$25 setup fee to use a payment plan to pay for your balance.


Student Account	ID: xxxx8128
Balance	\$749.00
<div><a href="#">View Activity</a> <a href="#">Enroll in Payment Plan</a> <a href="#">Make Payment</a></div>	

Choose your term from the drop down menu, then click **Select**.

## Payment Plan Enrollment


Select

Schedule

Agreement


Select a term


Fall 2022


Select

You should see the payment plan for that semester. Click **Select**.

## Payment Plan Enrollment


Select

Schedule

Agreement

Select a term

Fall 2022

Select

Plan Name	Setup Fee	Required Down Payment	Installments	Action
Fall 2022 Regular Payment Plan	\$25.00	20%	4	<div><a href="#">Details</a> <a href="#">Select</a></div>

Next, you will see a summary of the payment plan.

On the right side, you can see the setup fee and the required down payment as well as the installment amounts.

You can pay more than the required down payment by adding an amount in the **Additional down payment** box. This will lower your installment payments.

Click **Update Schedule** to see how the amounts change.

Plan Description

20% Down Payment + 4 payments Installment Plan

Note - All payment plans require a \$25.00 non-refundable set-up fee. Your payment plan balance and installment amounts may change due to new charges, credits or payments that are applied to you account.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Fall 2022	749.00	

Balance: 749.00

Required down payment

149.80

Additional down payment

100.00

Update Schedule

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional \$0.00

Description	Due Date	Amount(\$)
Setup fee	Due now	25.00
Down payment	Due now	149.80
Installment 1	8/13/22	149.80
Installment 2	9/13/22	149.80
Installment 3	10/13/22	149.80
Installment 4	11/13/22	149.80
Total of installments:		599.20
Total due now:		174.80

Back

Cancel

Continue

In this example, paying an additional \$100 as part of the down payment lowered the monthly installments by \$25/month (from \$149.80 to \$124.80).

You can continue to create your plan by adjusting the additional down payment amount.

Remember to click **Update Schedule** after each change you make.

If you want to remove any additional down payment, type **0** in the **Additional down payment** box and **Update Schedule**.

Plan Description

20% Down Payment + 4 payments Installment Plan  
Note - All payment plans require a \$25.00 non-refundable set-up fee. Your payment plan balance and installment amounts may change due to new charges, credits or payments that are applied to you account.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Fall 2022	749.00	

Balance: 749.00

Required down payment

149.80

Additional down payment

0.00

Update Schedule

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional \$0.00

Description	Due Date	Amount(\$)
Setup fee	Due now	25.00
Down payment	Due now	149.80
Installment 1	8/13/22	149.80
Installment 2	9/13/22	149.80
Installment 3	10/13/22	149.80
Installment 4	11/13/22	149.80

Total of installments: 599.20

Total due now: 174.80

Back

Cancel

Continue

Once you've confirmed your Payment Schedule is how you want it, click **Continue**.

Plan Description

20% Down Payment + 4 payments Installment Plan  
Note - All payment plans require a \$25.00 non-refundable set-up fee. Your payment plan balance and installment amounts may change due to new charges, credits or payments that are applied to you account.

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Fall 2022	749.00	

Balance: 749.00

Required down payment

149.80

Additional down payment

0.00

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional \$0.00

Description	Due Date	Amount(\$)
Setup fee	Due now	25.00
Down payment	Due now	149.80
Installment 1	8/13/22	149.80
Installment 2	9/13/22	149.80
Installment 3	10/13/22	149.80
Installment 4	11/13/22	149.80

Total of installments: 599.20

Total due now: 174.80

Back

Cancel

Continue

Next, you will choose how you want to pay.

### **Credit Card:**

From the drop down menu, select **Credit Card via PayPath** to use your credit card to pay.

NOTE: PayPath charges an additional fee when you pay with a credit card.

### **Checking/Savings Account:**

From the drop down menu, select **Electronic Check (checking/savings)** to pay from your checking or savings account.

## Payment Plan Enrollment

Select Schedule Payment Agreement

This plan requires scheduled payments.

- You must pay the plan fees before enrollment can be processed.
- All installments are paid automatically on their due dates. The payment method you choose will be used for all these payments.
- You are responsible for making sure that the payment method remains valid for the duration of this payment plan.

Amount \$174.00

Method

\*Credit card payments are subject to a 3% payment service fee.

Electronic Check - Payments can be made from your personal checking or savings account.

Back Cancel Continue

Once you have selected the payment method, click **Continue**.

You should now see the “**Payment Plan Agreement.**” Make sure the information looks correct.

Click the box that says “**I agree to the terms and conditions.**”

Then click **Continue.**

#### Payment Plan Agreement

Please read the following agreement carefully before you continue.

<b>Finance Charge</b>	The dollar amount the credit will cost you, including all fees.	\$25.00
<b>Amount Financed</b>	The amount of credit provided to you or on your behalf.	\$599.20
<b>Total of Payments</b>	The amount you will have paid after you have made all payments as scheduled.	\$624.20
<b>Down payment:</b>	\$149.80	
<b>Setup fee:</b>	\$25.00	
<b>Today's payment amount:</b>	\$174.80	

You have the right to receive at this time an itemization of the Amount Financed. Select Print Plan Amounts below for a printable version of this itemization.

If you pay your plan off early, you will not have to pay a penalty and you will not be entitled to a refund of part of the finance charge.

I, **Debra K. Jennings**, understand that I have scheduled my 4 installment payments and these payments will automatically be processed on the due date specified for each installment. I understand that **INSTALLMENT AMOUNTS MAY CHANGE** over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of \$25.00, and the late enrollment fee of, as well as any service charges assessed by TouchNet PayPath tuition services for paying plan down payments or installments using a credit card.

☐ I agree to the terms and conditions.

Print Plan Amounts

Print Agreement

Back

Cancel

Continue

Once you begin the payment process, you have 10 minutes to complete the payment while your plan enrollment is "active." Payments completed after 10 minutes cannot be linked to the payment plan, and you will have to begin the plan enrollment process again and complete a second payment.

If you chose to **Use Your Credit Card to Pay**, follow the steps on pages 4 – 8 to complete the plan.

If you chose to **Use Your Checking/Savings Account to Pay**, follow the steps on pages 9 – 11 to complete the plan.