**Make a Payment Using a Credit Card via PayPath**

In this video, we’ll show you how to make a payment to a student account using a credit card. Online payments can only be made by the student or an authorized user. To learn how to set up an authorized user, please view our Add Authorized User video.

The student’s first step begins by clicking on the “Make a Payment” link from their Student Center in LOUIE and selecting the top option to be transferred to the TouchNet payment system. If you are an authorized user, please follow the link provided in the authorized user confirmation e-mail sent to you by TouchNet or from the Pay as an Authorized User link on our website.

From the TouchNet home screen, please select “Make a Payment.”

Payments made online, are applied to charges posted on the account in due date order. From this screen, you can type in the desired amount you would like to pay into the box located to the right of “Current Account Balance”. You may need to scroll to the right depending on the size of your browser window. When ready, click “Continue.”

From here you can select your payment method. Click on the drop down menu to choose from eCheck, credit card, or a saved payment method if it has been previously setup.

For this tutorial, we will select the “Credit Card via PayPath” option. Credit card payments are handled through Pay Path, a tuition payment service. Click “continue”. Then click “Continue to Pay Path”.

There is a 2.85% service fee to pay using a credit card with the minimum service fee being $3. Please note, accepted credit cards include Visa, MasterCard, American Express, Discover, Diners Club, and various international credit cards. Click “Continue” to go to the next step.

Pay Path will then confirm the amount of your payment. Select “Continue” if the payment amount is correct.

Please make sure all items are completed and entered correctly. After you have confirmed that all areas are properly completed, please select “Continue”.

The following confirmation screen will provide you with an itemization of the total amount you wish to pay, the PayPath Payment Service Fee, and the total amount to be processed. Confirm that the payment amount, payer name, e-mail address, phone number, and card number are correct.

After verifying that the information is correct, you must then agree to the terms and conditions before your payment will be submitted.

The Terms and Conditions specify the total amount of the charges which include the amount of the payment to be applied to the student account and the service fee. The amount of the service fee is also outlined separately. Please be aware that the PayPath Payment Service Fee is nonrefundable under any circumstances.

Once you have reviewed and agreed to the terms and conditions, proceed by selecting, “Submit Payment”.

Pay Path will then provide you with a receipt that you may print for your records. A receipt will also be mailed to the e-mail address you provided. To proceed, select close. Pay Path will then confirm that the transaction has been completed and transfer you back to the Touch Net system. TouchNet will then confirm that the notification of payment has been received and was successful.

If you have any questions you may contact us by phone at 928-523-3122 to speak with a Student Service Representative. Should you need to mail a payment, our mailing address is Student and Departmental Account Services, Northern Arizona University, PO Box 4096 Flagstaff, AZ 86011.