**Make a Payment Using eCheck**

In this video we will discuss how to make an online payment to a student account using an eCheck. Online payments can only be made by the student or an authorized user. 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 “New Electronic Check” option. Click continue.

The next screen will ask for your account information. Please make sure all areas with the red star are filled out and correct. This includes the account type, the routing number, the account number, and the name on the account. We suggest checking with your bank for the correct routing and account number. There is a $30 processing fee for all returned checks. NAU reserves the right to restrict e-check payments after two returned checks.

From here, you can elect to save a payment method for future use, by checking the box located under “Option to Save” and labeling the saved payment method, such as ‘My Checking’. When ready to proceed, click “Continue.”

The following screen will allow you to confirm the information that has been entered for payment and will also provide the name and address of the bank associated with the provided routing number.

Before submitting payment, please carefully review the terms and conditions. Once you have read the terms and conditions, you must then select, “I agree with the above terms and conditions” to proceed with payment. Then click Continue. Click submit payment.

Once payment has been submitted, TouchNet will produce a receipt window that you may print for your records. A confirmation e-mail will also be sent to your NAU e-mail address.

This concludes our tutorial, if you have any further 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