How to Set Up a Payment Plan

TouchNet v7.0 Tutorial

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How to Set Up a Payment Plan
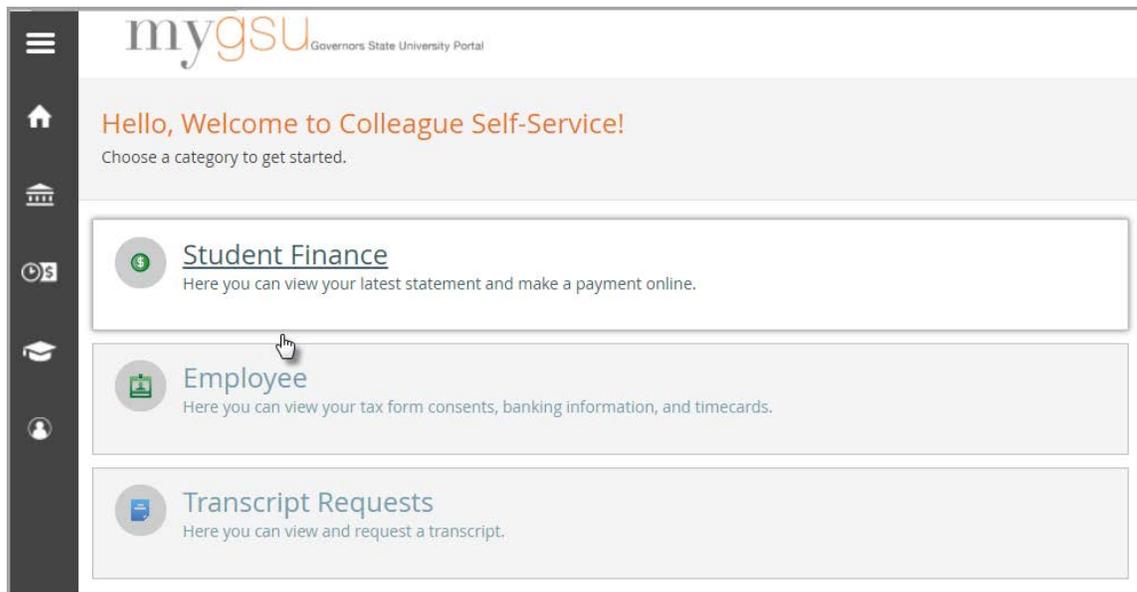
TouchNet v7.0 Tutorial

Purpose: This document illustrates the process of making a deposit payment for a specific program.

Step 1: Log into MyGSU Portal

Log into mygsu.govst.edu from Google Chrome or Mozilla Firefox.

Step 2: Student Finance

Go to **Student Finance,** click "Student Finance" button.

Step 3: Student Finance (continued)

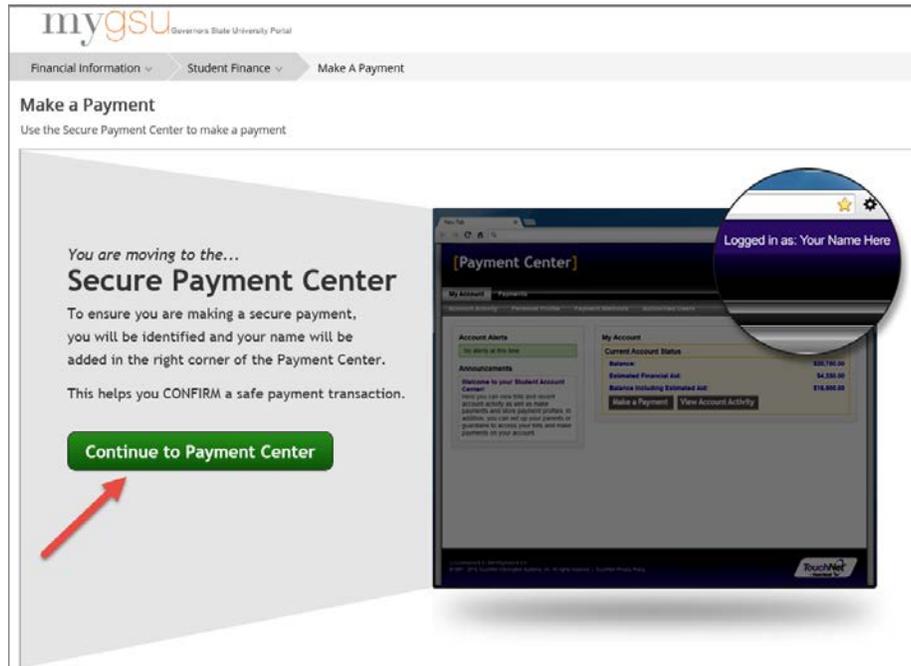Click **Make Payment** to view your student financial account.

Step 4: Payment Center
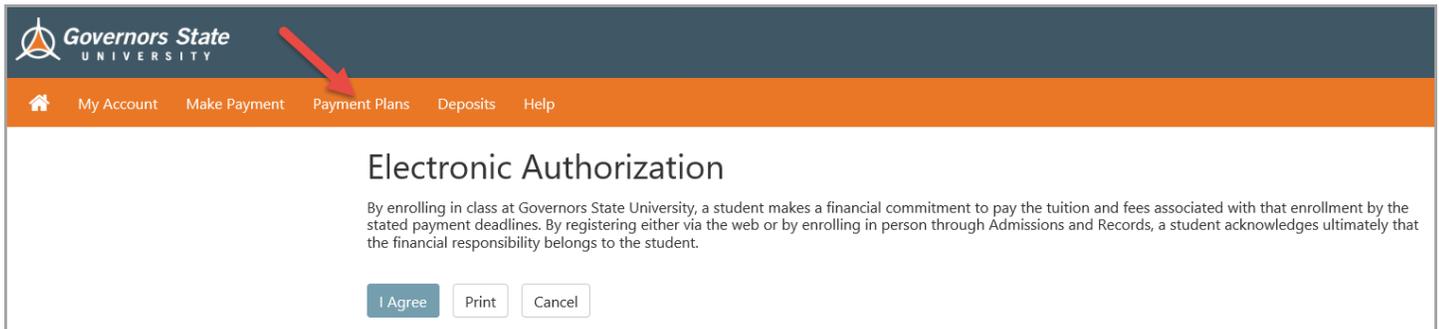
You will be directed to another page. Click **Continue to Payment Center** green button.

Step 5: Payment Plans

A new window appears containing your information. In the toolbar, click **Payment Plans** to proceed with scheduling payments.

Step 6: Enroll in Payment Plan

The student's balance will appear, click the **Enroll in Payment Plan** button to proceed with payment plan.

Step 7: Payment Plans

You will need to enroll in the Payment Plan Program, click the **Enroll Now** button.

Step 8: Plan Enrollment

1. Select the Term by clicking the drop down arrow next to Select Term.
2. Click **Select** to proceed with the Payment Plan process.

Step 9: Plan Enrollment

Review the information that appears on the screen and click **Continue** to proceed.

Step 10: Plan Enrollment – Display Payment Schedule

Review the text in the yellow section. Click Display Schedule to proceed with the process and view the payment schedule.

Step 11: Review Payment Schedule

Click **Continue** to proceed with the payment plan.

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Payment Plan Agreement

Please review your payment schedule carefully before completing your enrollment. Also, please note that amounts listed on this page may include account activity that is more recent than any billing statement you might have received.

Eligible Charges and Credits

Description	Charges($)	Credits($)
Fee	558.00	
	Balance:	**558.00**

Recalculate Schedule

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. You owe an additional 2,118.00 that will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the payment plan.

Description	Due Date	Amount($)
Setup fee	Due now	40.00
Installment 1	9/16/17	139.50
Installment 2	9/17/17	139.50
Installment 3	9/18/17	139.50
Installment 4	9/19/17	139.50
	Total of installments:	**558.00**
	Total fees:	**40.00**

Continue   Back   Cancel

Step 12: Select Payment Method

1. Select Payment Method by clicking the drop down arrow.
2. Click **Select** to proceed with Plan Enrollment.

Step 13: Enter Credit Card Number

1. Enter Credit Card number
2. Click **Continue** to proceed with the Payment Plan process.

Step 14: Enter Credit Card Information

3. Enter cardholder's name in the Name on Card blank field

4. Select the Card expiration date

5. Enter Card Verification Value. Click *View example* if you are uncertain of the card verification number.

6. If your billing address is an International Address, check the International Address box. The remaining fields on this page will not be available. Proceed to Step 15.

7. Enter Billing address

8. Enter City

9. Select State from drop down box

10. Enter Postal Code (Zip Code)

11. You must create an appropriate name for payment method. If you skip this step, you will get a message stating, "Please enter an appropriate name for your payment method." Please acknowledge the message by clicking **OK**.
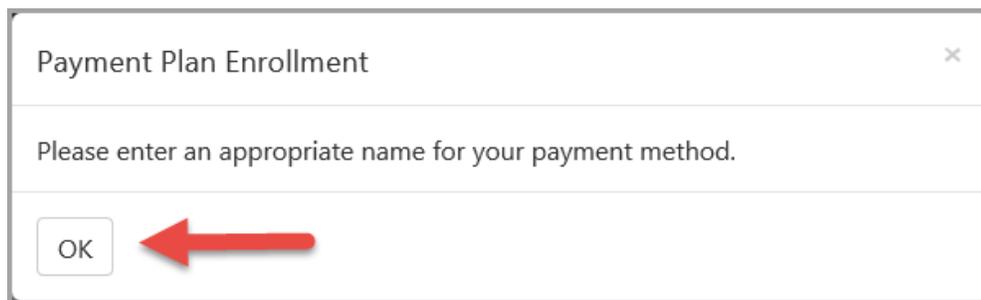
12. Click **Continue** to proceed with the transaction.

Plan Enrollment

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan 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.
If installment amounts change due to new charges or credits, the amounts of scheduled payments will adjust accordingly.

Select Payment Method

Payment method
New Credit or Debit Card
Select

Electronic Check - Electronic check payments require a bank routing number and account number, or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

Debit and Credit Card - We accept the following credit and debit cards.

VISA MasterCard DISCOVER BCcard DinaCard

*Card account number: xxxxxxxxxxxx1111

*Name on card: Angelina Jolie ①

*Card expiration date: 09 2018 ②

*Card Verification Value: 000 ③
(View example)

Cardholder Billing Information ④
☐ International Address?

*Billing address: 1234 Hollywood Blvd ⑤

Billing address:

*City: Hollywood ⑥

*State/Province: California (CA) ⑦

*Postal Code: 33020 ⑧

*Save payment method as: AJ CreditCard ⑨
(example My CreditCard)

⑩ Continue Previous Step Cancel

Step 15: Payment Plan Agreement

A new screen appears that contains the Payment Plan Enrollment Agreement. Please review the information you entered.

Click **View Worksheet** to understand the calculations.

Click **Print Agreement** to obtain a copy of the Payment Plan Agreement for your records.

If all the information is accurate and you agree to the information provided, check the box **I Agree** and click **Continue** to proceed.

- If the information is inaccurate, click **Back** button to return to the previous page.
- If you prefer not to proceed with the Payment Plan, click **Cancel** button to cancel the process.

Plan Enrollment

Your card information has been saved.
By agreeing and continuing, you will also be submitting a payment today of $40.00 as a part of your enrollment.

Select Payment Plan	Schedule Payment Plan	Select Payment Method	Payment Plan Agreement

Please read the following agreement carefully before you continue.

Annual Percentage Rate	The cost of your credit as a yearly rate.	0.00%
Finance Charge	The dollar amount the credit will cost you, including all fees.	$40.00
Amount Financed	The amount of credit provided to you or on your behalf.	$558.00
Total of Payments	The amount you will have paid after you have made all payments as scheduled.	$598.00

Today's payment amount: $40.00
Today's payment date: 09/15/2017
Credit card type: Visa
Card account number: XXXXXXXXXXXX1111
Name on card: Angelina Jolie
Card expiration date: 09/18

You have the right to receive at this time an itemization of the Amount Financed. Select View Worksheet 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, **Angelina Jolie**, 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 $40.00 . I understand that a late fee of $25.00 will be assessed for each installment payment that is late. I also understand that failure to meet the terms of this agreement may entitle **Governors State University** to (1) declare the full balance plus late fees immediately due and payable by law, (2) refuse subsequent registration for any classes and/or drop current classes (3) deny future enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Installment 1 in the amount of **$139.50 due on 9/16/17**.

Installment 2 in the amount of **$139.50 due on 9/17/17**.

Installment 3 in the amount of **$139.50 due on 9/18/17**.

Installment 4 in the amount of **$139.50 due on 9/19/17**.

This agreement is dated Friday, September 15, 2017.

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

143.43.18.35 at 9/15/17 3:45:49 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 **studentaccounts@govst.edu**.

Print and retain a copy of this agreement.

Please check the box below to agree to the terms and continue.

☑ I Agree

[Continue] [View Worksheet] [Print Agreement] [Back] [Cancel]

Step 16: Payment Receipt

After you have agreed to the payment plan, a new window contains an acknowledgement stating that your payment was successful and a confirmation email was sent to your email address Please print this page for your records.

Payment Receipt

Thank you, your payment was processed successfully.
Your enrollment in Fall 2017 Payment Plan was processed successfully.

Payment Confirmation

Payment date:	9/15/17
Payment Time:	15:46:34
Name of Payee:	Governors State University
1 University Parkway	
University Park, IL 60484	
Name on card:	Angelina Jolie
Account number:	XXXXXXXXXXXX1111
Amount paid:	$40.00
Description	Student Account Payment
Student name:	Angelina Jolie
Confirmation Number:	20170915000013
Authorization Code:	154630

Card not present for this transaction. Please print this page for your records.

Step 17: Log Out

Your transaction is complete. Please log out by clicking **Log Out** found in the upper right corner.
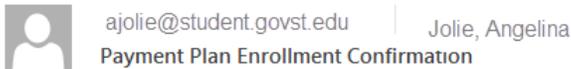
Step 18: Log Out (continued)

To log out of all applications and return to Self-Service, click on the words **click here**.

Step 19: Confirmation Email Message

Log into your student email account, to review your confirmation email.

ajolie@student.govst.edu   Jolie, Angelina
Payment Plan Enrollment Confirmation
You forwarded this message on 9/22/2017 1:09 PM.
We removed extra line breaks from this message.

This is an automated message to confirm that your payment plan enrollment was successful.

Payment plan details along with your installment schedule are listed below.

============= PAYMENT PLAN DETAILS =============
Payment Plan Name --- [Fall 2017 Payment Plan]
Late Payment Fee --- [$25.00]
 if not paid by installment due date.
1 Installment -- [$519.50] payment submitted.
2 Installment -- [$519.50] due on 9/23/17.
3 Installment -- [$519.50] due on 9/24/17.
4 Installment -- [$519.50] due on 9/25/17.
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Cashier's Office: 708.534.4055 or cashier@govst.edu Student Accounts: 708.235.3990 or studentaccts@govst.edu Financial Aid Office: 708.534.4480 or faid@govst.edu