

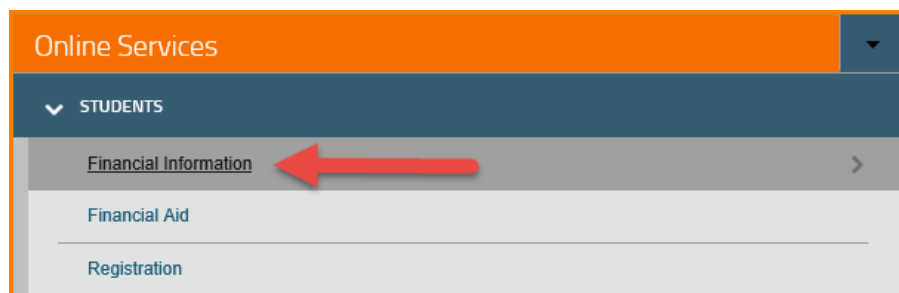
How to Set-Up Electronic Check Payments

TouchNet v7.0 Tutorial

Purpose: The purpose of this tutorial is to guide you through the process to set up an electronic check payment.

Step 1 Log into mygsu.govst.edu from any browser.

Step 2 Go to Online Services, Students. Click the dropdown arrow to display Financial Information. Click **Financial Information**.



Step 3 Click **View Account and Make Payments** to view your student financial account.



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

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mygsu Governors State University Portal

Financial Information > Student Finance > Make A Payment

Make a Payment

Use the Secure Payment Center to make a payment

You are moving to the...
Secure Payment Center

To ensure you are making a secure payment, you will be identified and your name will be added in the right corner of the Payment Center.

This helps you CONFIRM a safe payment transaction.

[Continue to Payment Center](#)

Payment Center

Logged in as: Your Name Here

My Account Payments

Account Alerts: No alerts at this time

Announcements: Welcome to your Student Account Center

My Account Current Account Status

Balance:	\$20,750.00
Estimated Financial Aid:	\$4,250.00
Balance Including Estimated Aid:	\$16,500.00

Buttons: Make a Payment, View Account Activity

Step 5 Profile Setup will appear on the right. Click the **Payment Profile** button.

Governors State UNIVERSITY

Logged in as: Angellina Jolie | Logout

My Account Make Payment Payment Plans Deposits Help

Announcement

Welcome to the Governors State University TEST Student Account Center!

You can view your current account activity and make payments. You can also allow your parents or guardians to access your account to make payments and view your current account activity.

We have added electronic check (e-check) as a payment option for students and for authorized users making an online payment.

*****It is important to note that it will take up to 14 days once you enter your banking information (bank routing number and account number) to complete the e-check verification process.**

For Fall 2018 registration by July 15, payment is due July 15. Registration after July 15, payment is due upon registration.

To view payment options or to enroll in a payment plan, visit the Cashier's Office Website

Student Account

ID: xxx5629

Balance \$40.00

View Activity Make Payment

My Profile Setup

- Authorized Users
- Payment Profile**
- Consents and Agreements
- Notifications

Term Balances

2017 Fall	\$40.00
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Step 6 On the My Profile page, the Payment Profile tab is open. Go to Add New Payment Method section.

1. Click the drop down arrow next to Select Method.
2. Other payment methods appear, click **Electronic Checking (checking/savings)**.
3. After making your selection, click the **Select** button.

My Profile

Personal Profile | **Payment Profile** | Notifications

A saved payment method securely stores the account information for a credit card or bank account. To get started, select the Add New Payment Method option on this page.

Saved Payment Methods

Payment methods	Modified	Action
Angie's Card	9/15/17 15:45:49	

Add New Payment Method

Method

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

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

Add New Payment Method

Method

- Select Method
- Electronic Check (checking/savings)**
- Credit or Debit Card

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

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

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Step 7 When adding a new payment method, you will need to complete the account information.

1. Select checking or savings.
2. Enter bank routing number.
3. Enter bank account number.
4. Re-enter bank account number.
5. Enter name on account.
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 13**.
7. Enter billing address
8. This extra billing address line is for additional address information, i.e. apartment or condominium unit number.
9. Enter city
10. Select state/province from drop down box.
11. Enter postal code (zip code).
12. Create a name for new payment method.
13. Click **Continue** to complete the account information process.

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My Profile

Personal Profile

Payment Profile

Notifications

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Saved Payment Methods

Payment methods	Modified	Action
Angie's Card	9/15/17 15:45:49	

Add New Payment Method

Method

Electronic Check (checking/savings) v

Select

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:

1 Select account type v

*Routing number: (Example)

2

*Bank account number:

3

*Confirm account number:

4

Billing Information

*Name on account:

5

6 Check here for an international address

*Billing address:

7

Billing address line two:

8

*City:

9

*State/Province:

10 Select State/Province v

*Postal Code:

11

*Save payment method as:
(example My Checking)

12

13

Continue

Step 8 The Agreement appears for you approve the authorization of Governors State University to use your new electronic payment method and in the event this electronic payment is returned as an unpaid transaction, there will be a \$25 fee applied to your student account.

1. Check box in front of **I Agree**.

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TouchNet v7.0 Tutorial

2. The option to print the Agreement is available by clicking the **Print Agreement** button.
3. Click **Continue** to proceed.

Agreement ✕

I hereby authorize **Governors State University** to initiate recurring 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: **Angelina Jolie**

Address:
123 Main Street
Apartment #1
HomeTown IL 60400

Depository: TCF NATIONAL BANK MN
MC: PCC-1B-J
PLYMOUTH, MN 55441

Routing Number: 291070001
Account Number: xxx0000

This agreement is dated Tuesday, March 13, 2018.

For fraud detection purposes, your internet address has been logged: 143.43.18.35 at 3/13/18 9:02:49 AM 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 **1**

2 **3**

Print Agreement Cancel Continue

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TouchNet v7.0 Tutorial

Step 9 The new payment method appears in your Saved Payment Methods section. The status of awaiting verification will remain in that mode for 14 days until the verification is complete.

My Profile

Personal Profile | **Payment Profile** | Notifications

Your new ACH payment method has been saved.

A saved payment method securely stores the account information for a credit card or bank account. To get started, select the Add New Payment Method option on this page.

Saved Payment Methods

Payment methods	Modified	Action
Angie's Card	9/15/17 15:45:49	
My Checking (awaiting verification)	3/13/18 09:03:17	

Note: The status of awaiting verification will take 14 days.

Add New Payment Method

Method

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

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