

How to Set-Up Electronic Check Payments

TouchNet v7.0 Tutorial

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

Step 1

Log into mygsu.govst.edu from any browser.

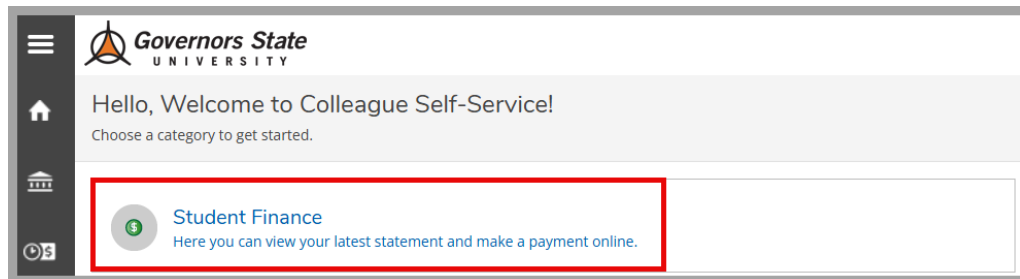
Step 2

On the home page, Click the **Self-Service button**.



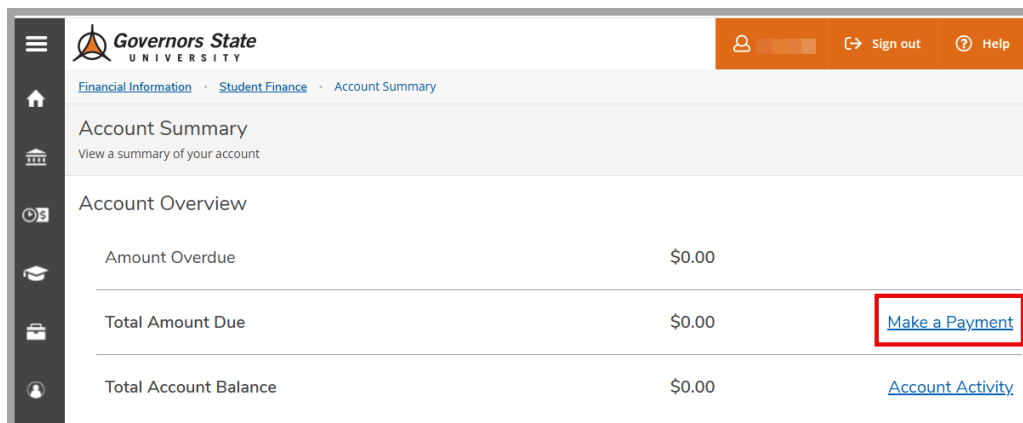
Step 3

On the Self-Service home page, you will be greeted with a message Hello, Welcome to Colleague Self-Service. Click the **Student Finance link**.



Step 4

You will be directed to the Account Summary page. On the Account Summary page, click the **Make a Payment button**.

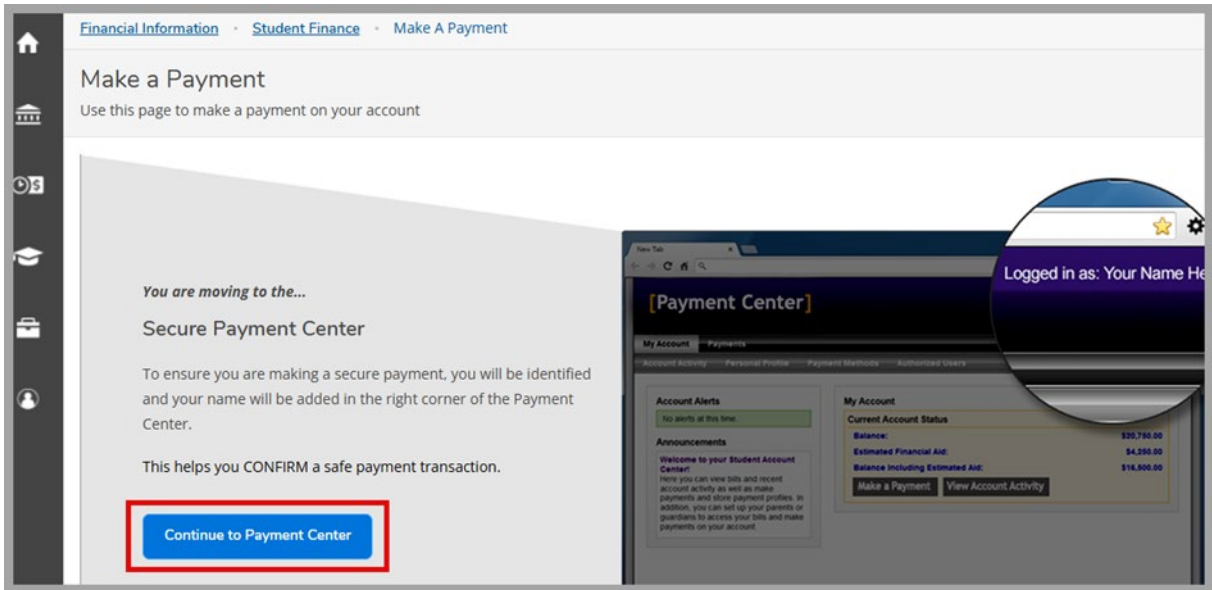


How to Set-Up Electronic Check Payments

TouchNet v7.0 Tutorial

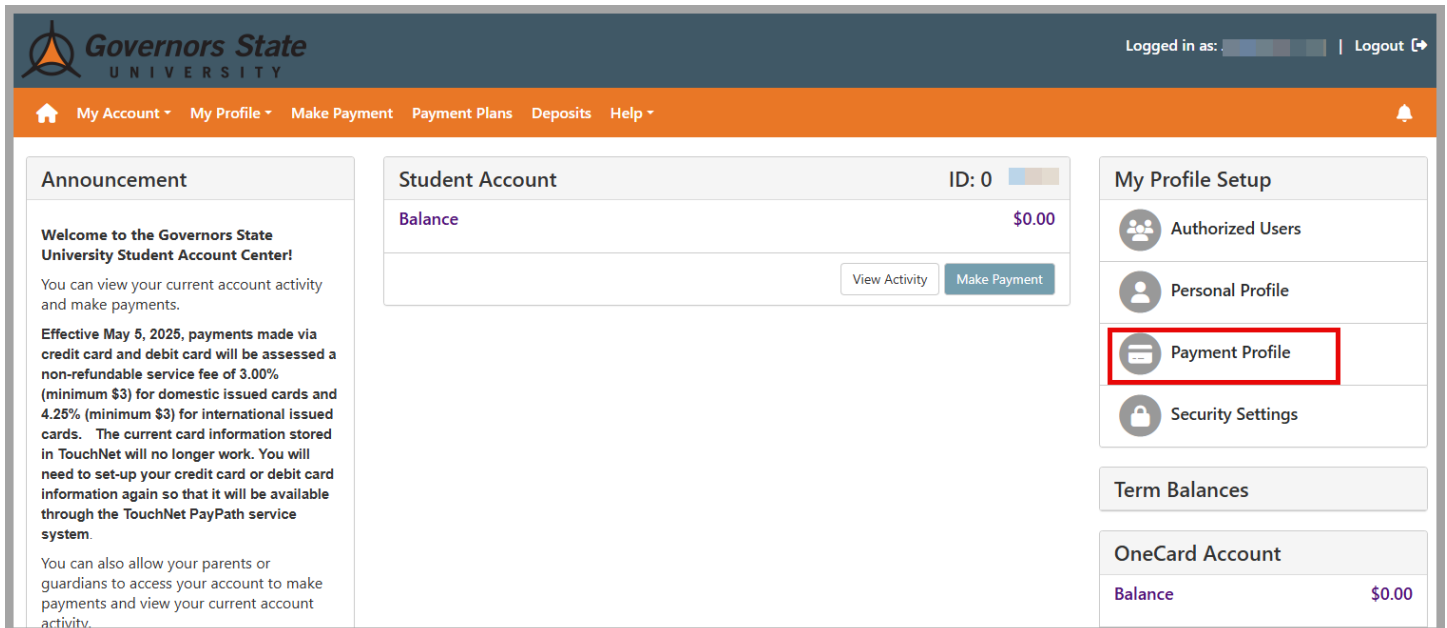
Step 5

On the Make a Payment screen, click the **Continue to Payment Center** button. It will direct you to another site (TouchNet) featuring GovState's name and logo.



Step 6

Once you are in TouchNet's site, you will see **My Profile Setup** on the right. Listed in that section, click the **Payment Profile** button.



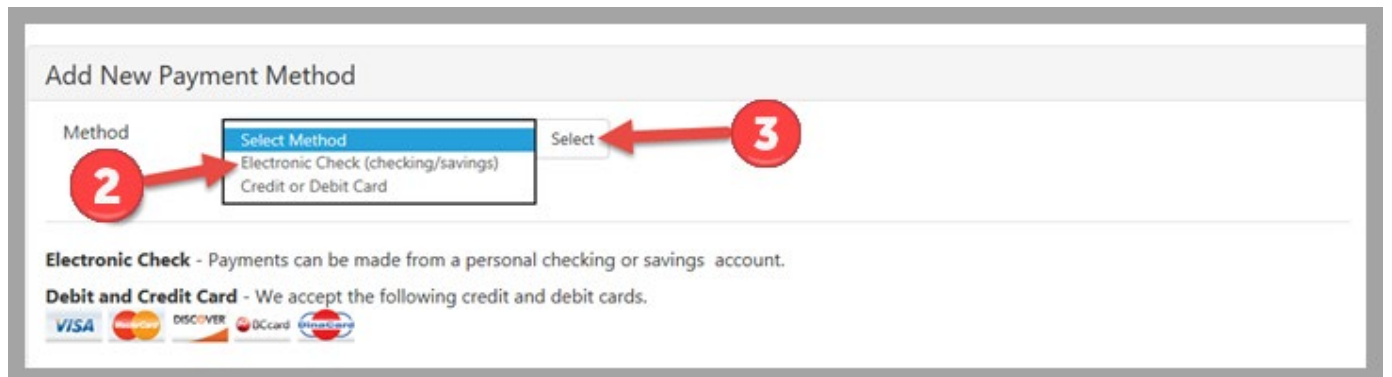
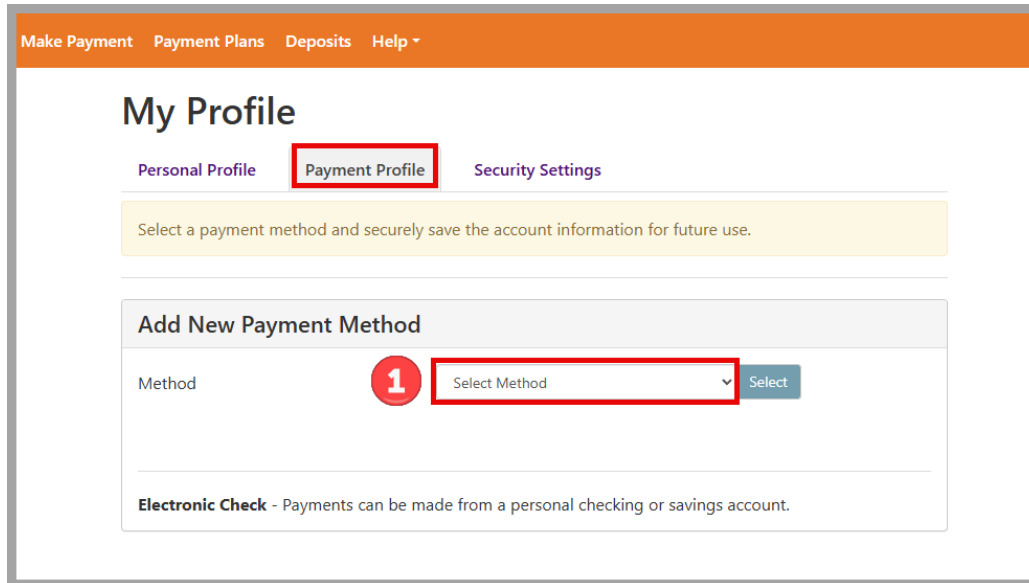
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TouchNet v7.0 Tutorial

Step 7

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.



Step 8

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.

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TouchNet v7.0 Tutorial

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

The screenshot shows the 'My Profile' page with the 'Payment Profile' tab selected. The main heading is 'My Profile' and there are three sub-tabs: 'Personal Profile', 'Payment Profile', and 'Security Settings'. Below the tabs is a yellow instruction box: 'Select a payment method and securely save the account information for future use.' The main section is titled 'Add New Payment Method'. At the top, there is a 'Method' dropdown menu set to 'Electronic Check (checking/savings)' with a 'Select' button. The form is divided into two columns: 'Account Information' and 'Billing Information'. The 'Account Information' column has a yellow note: '* Indicates required fields' and a text box: '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.' Below this are four fields: '*Account type:' (dropdown), '*Routing number: (Example)' (text), '*Bank account number:' (text), and '*Confirm account number:' (text). The 'Billing Information' column has five fields: '*Name on account:' (text), '*Billing address:' (text), 'Billing address line two:' (text with a clear button), '*City:' (text), '*State:' (dropdown), '*Postal Code:' (text), and '*Save payment method as: (example My Checking)' (text). Red circles with numbers 1 through 11 are placed next to the fields: 1 on the account type dropdown, 2 on the routing number field, 3 on the bank account number field, 4 on the confirm account number field, 5 on the name on account field, 6 on the billing address field, 7 on the billing address line two field, 8 on the city field, 9 on the state dropdown, 10 on the postal code field, and 11 on the save payment method as field. At the bottom right, there are 'Cancel' and 'Continue' buttons, with the 'Continue' button highlighted in red.

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TouchNet v7.0 Tutorial

Step 9

The Agreement appears for you to 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 the box in front of **I Agree**.
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: xxxx0000

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 Print Agreement **3** 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 this 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.