

# How to Pay My Tuition and Fees

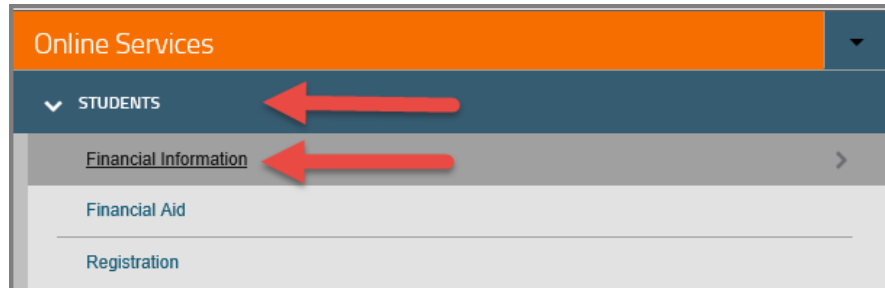
## TouchNet v7.0 Tutorial

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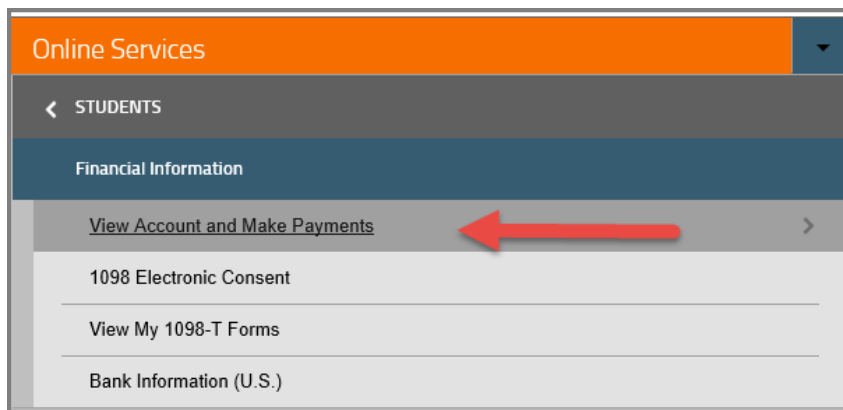
**Purpose:** To illustrate the student payment process.

**Step 1** Log into [mygsu.govst.edu](http://mygsu.govst.edu) from any browser.

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



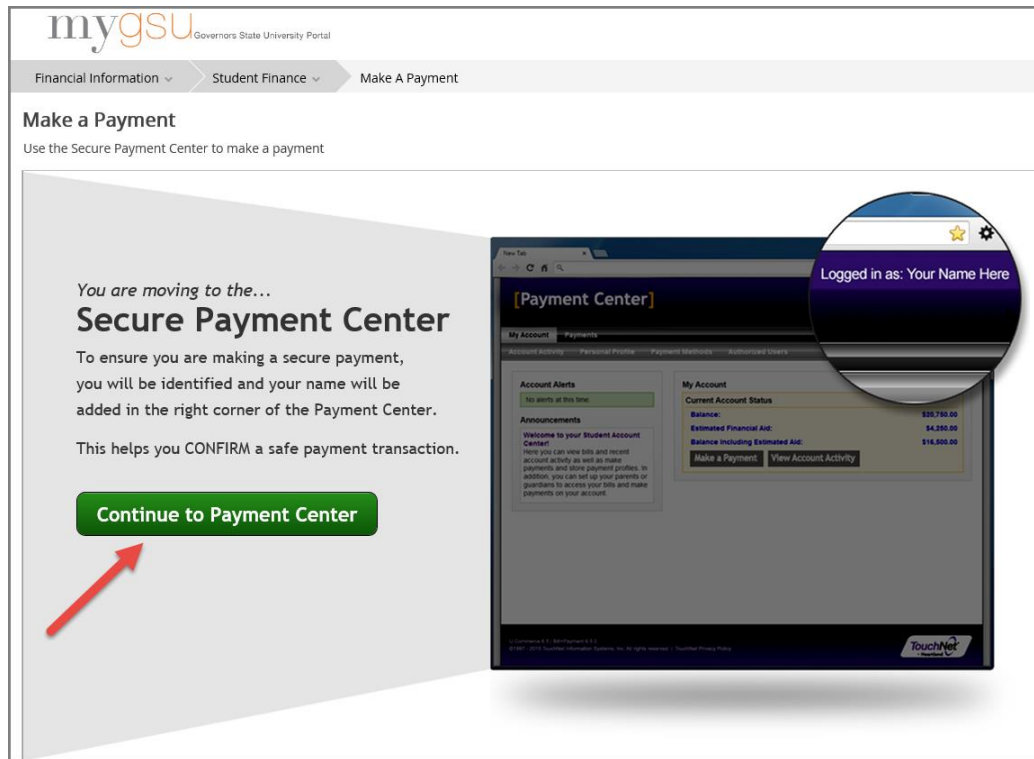
**Step 3** Click **View Account and Make Payments** to view your student financial account.



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

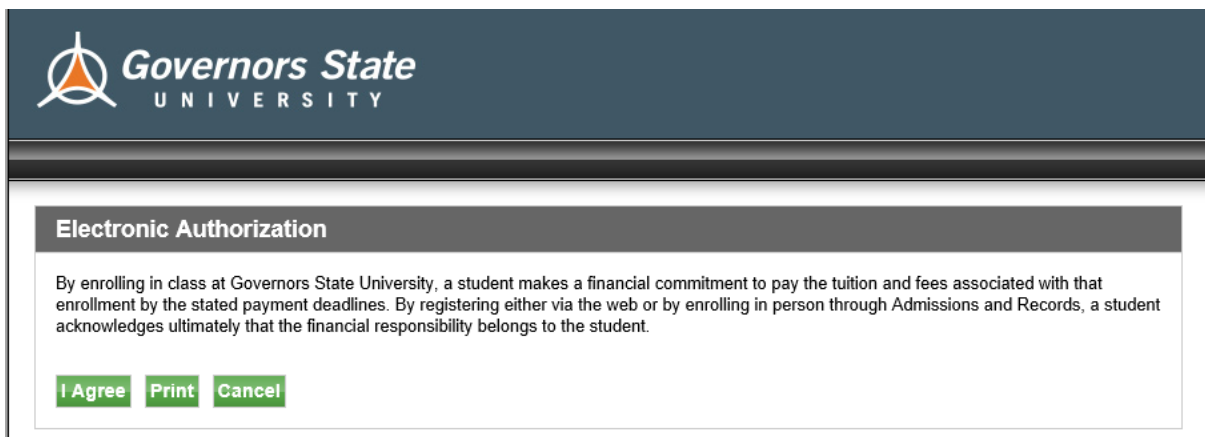
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**Step 5** You are now in the Payment Center. The Electronic Authorization page contains information that you need to read. Read the paragraph under the header; click one of the three options:

1. Click **I Agree** to agree to the information, and then proceed to **Step 6**.
2. Click **Print** to print the Electronic Authorization information, proceed to **Step 6**.
3. Click **Cancel** to exit the process.



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**Step 6** Once you agree to the terms, your Account Activity appears. The balance owed will be visible.

The screenshot shows the 'Student Account' dashboard for ID: xxx 0001. The balance is \$1,543.00. There are buttons for 'Make Payment' and 'View Activity'. A table shows 'Term Balances' for '2017 Fall' at \$1,543.00. On the left is an 'Announcement' section with a welcome message and 'Payment Deadlines'. On the right is a 'My Profile Setup' section with links for 'Authorized Users', 'My Payment Profile', and 'Notifications'.

Click **Make a Payment** to proceed with the payment process.

This close-up shows the 'Student Account' header with ID: xxx 0001. Below it, the 'Balance' is \$1,543.00. At the bottom, there are two buttons: 'Make Payment' and 'View Activity'. A red arrow points to the 'Make Payment' button.

**Step 7** The Account Payment window becomes available for payment. Select the radial button in front of **Pay by term**.

The 'Account Payment' window shows a table with columns: Amount, Payment method, Confirmation, and Payment Receipt. Under 'Select Payment', there is a radio button for 'Pay by term' which is selected (indicated by a red arrow). Below it is a checkbox for '2017 Fall' with a corresponding amount of \$1,543.00 and a blank box for the dollar amount. There is also a 'Payment date' field with '6/8/17' and a 'Continue' button.

**Step 8** Check the box in front of the term that you will be making a payment. Add the dollar amount in the blank box next to the dollar (\$) sign. Click **Continue** to proceed with payment.

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### Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------


Select Payment

Pay by term:

2017 Fall  Check the appropriate term that will receive payment.  
Note: Unpaid prior terms will be listed in Pay by Term section.

Payment date:

\$1,543.00 \$



**Step 9** Select your preferred **Payment Method** by clicking the drop down arrow next to Select Payment Method.


### Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------


Select Payment Method

Payment amount: \$500.00

Payment method:

Select Payment Method 

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



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When you click the Payment Method drop down arrow, another payment option will appear.

### Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Select Payment Method


Payment amount: \$500.00  
Payment method:

Select Payment Method

Credit or Debit Card

Select Back Cancel

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



**Step 10** Click **Credit or Debit Card** and then click **Select** button.

### Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Select Payment Method


Payment amount: \$500.00  
Payment method:

Select Payment Method

Credit or Debit Card

Select Back Cancel

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



**Step 11** Enter your card number in the designated blank field next to Card Number and then Click **Continue** to proceed with the transaction.

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### Account Payment


Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Select Payment Method

Payment amount: \$500.00  
Payment method: Credit or Debit Card

Account Information  
*Indicates required fields*  
\*Card number:

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



**Step 12** Complete the Account Information for the card by filling in the following fields:

1. Enter cardholder's name in the Name on Card blank field
2. Select the Card expiration date
3. Enter Card Verification Value. Click *View example* if you are uncertain of the card verification number.
4. 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**.

**Cardholder Billing Information**

International Address?

\*Billing address:

Billing address:

\*City:

\*State/Province:

\*Postal Code:

**Option to Save**

Save this payment method for future use

Save payment method as:   
( e.g. My CreditCard )

5. Enter Billing address
6. Enter City

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7. Select State from drop down box
8. Enter Postal Code (Zip Code)
9. If you prefer to save the billing information and credit or debit card number, check **Option to Save** box. (This step is optional. If you decide to skip Step 9 & 10, proceed to Step 11.)
10. If you checked the **Option to Save** box, create a name for your card.
11. Click **Continue** to proceed with the transaction.

### Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Select Payment Method

Payment amount: \$500.00  
Payment method:

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

**Account Information**  
*Indicates required fields*

\*Card account number: xxxxxxxxxxxx1111

\*Name on card:  **1**

\*Card expiration date: 06  2018  **2**

\*Card Verification Value:  **3**  
[\(View example\)](#)

**Cardholder Billing Information** **4**

International Address?

\*Billing address:  **5**

Billing address:

\*City:  **6**

\*State/Province:   **7**

\*Postal Code:  **8**

Option to Save **9**

Save this payment method for future use

Save payment method as:  **10**  
( example My CreditCard )

**11** When all necessary fields are complete, click **Continue**.

**Step 13** Review your payment information and click **Submit Payment**.

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Governors State UNIVERSITY Logged in as: Jax Jaguar | Logout

My Account Make Payment Help My Profile

### Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Submit Payment  
Please review the transaction details, then submit your payment.

Payment date: 6/8/17  
Payment Amount: \$500.00  
Payment type: Credit Card  
Card account number: xxxxxxxxxxx1111  
Name on card: Jax Jaguar  
Card expiration date: 06/18  
Credit card type: Visa  
Billing address: 1234 S. Main Street  
City: Mokena  
State/Province: IL  
Postal Code: 60448  
Paid to: Governors State University  
1 University Parkway  
University Park, IL 60484  
Country: UNITED STATES  
E-mail: j Jaguar@govst.edu

**Step 14** A message appears at the top of the page acknowledging the payment and informing you that an email will be sent.

My Account Make Payment Help My Profile

### Account Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

Payment Receipt  
Your payment in the amount of \$500.00 was successful. A confirmation email was sent to j Jaguar@student.govst.edu. Please print this page for your records.

Payment date: 6/8/17  
Amount paid: \$500.00  
Transaction type: Purchase  
Student name: Judy A Ferneau  
Paid to: Governors State University  
1 University Parkway  
University Park, IL 60484  
UNITED STATES  
Web address: https://test.secure.touchnet.net:8443/C20806test\_tsa/web/index.jsp  
Account number: xxxxxxxxxxx1111  
Card type: VISA  
Name on card: Jax Jaguar  
Card not present for this transaction.

**Step 15** Your transaction is complete. Please log out by clicking **Log Out** found in the upper right corner.



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**Step 16** To log out of all applications and return to Self-Service, click on the words **click here**.



**Step 17** Check your email account for the payment confirmation email.

