



Contents

Purpose:.....	2
Step 1: Log into MyGSU Portal.....	2
Step 2: Student Finance	2
Step 3: Student Finance (continued)	2
Step 4: Payment Center	3
Step 5: Sign In	3
Step 6: Payment Plans	4
Step 7: Enroll in Payment Plan	4
Step 8: Plan Enrollment.....	5
Step 9: Plan Enrollment.....	5
Step 10 Payment Details	6
Step 11: Plan Enrollment –Payment Schedule	6
Step 12: Plan Enrollment – Method of Payment	8
Step 13 Payment Plan Agreement	8
Step 14: PayPath - Welcome to PayPath Payment Service.....	9
Step 15: PayPath - Payment Amount Information	10
Step 16: PayPath – Payment Card Information.....	10
Step 17: PayPath – Review Payment Details	11
Step 18: PayPath – Thank You.....	11
Step 19: Return to Payment Plan Enrollment	12
Step 20: Log Out	12
Step 21: Log Out (continued)	12
Step 22: Confirmation Email Message	13

How to Set Up a Payment Plan with a Credit/Debit Card



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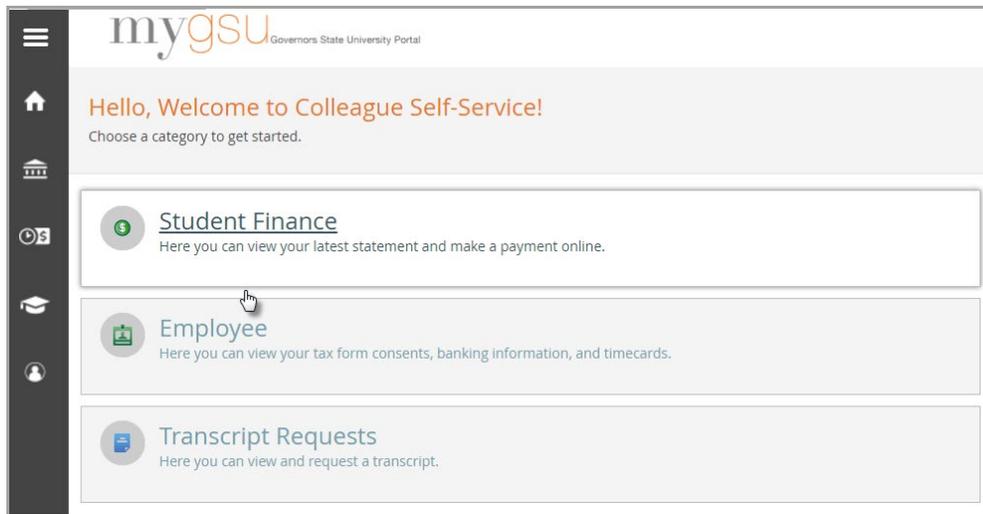
Purpose: This document illustrates the process of enrolling in a payment plan for Tuition and Fees with a Credit/Debit Card.

Step 1: Log into MyGSU Portal

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

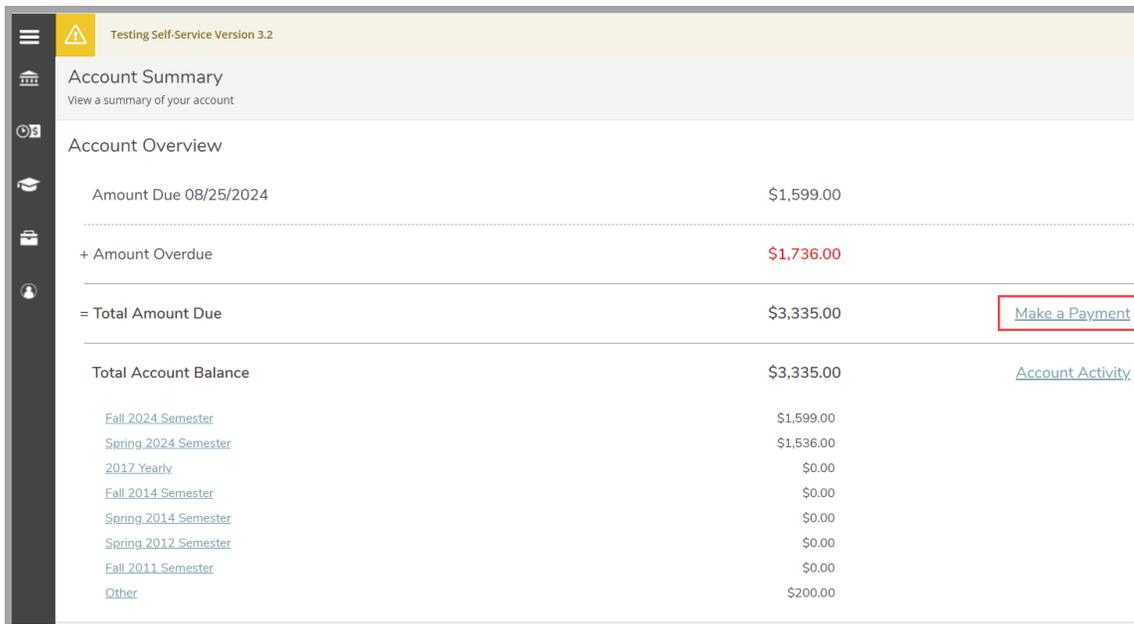
Step 2: Student Finance

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



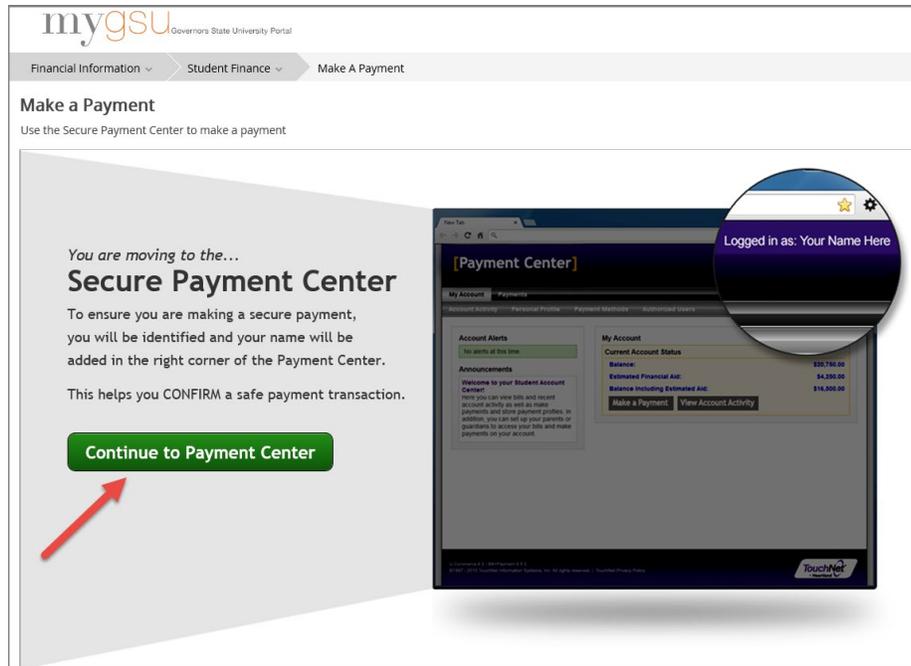
Step 3: Student Finance (continued)

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: Sign In

You may be directed to sign in with your GovState username and password, then click the **Sign in** button.

Sign in

<https://gsuhelloid.govst.edu>

Username

Password

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Step 6: Payment Plans

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

The screenshot shows the student account dashboard for Governors State University. The navigation bar at the top includes 'My Account', 'My Profile', 'Make Payment', 'Payment Plans' (highlighted with a red box), 'Deposits', and 'Help'. The main content area is divided into three sections: 'Announcement', 'Student Account', and 'My Profile Setup'. The 'Student Account' section shows a balance of \$3,335.00 and includes buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. The 'My Profile Setup' section includes links for 'Authorized Users', 'Personal Profile', 'Payment Profile', and 'Security Settings'. The 'Term Balances' section shows a table with columns for term and balance.

Term	Balance
Spring 2024	\$1,536.00
Fall 2024	\$1,599.00
Other Activity	\$200.00

Step 7: Enroll in Payment Plan

The student will need to enroll in a payment plan for the current term; click the **Enroll Now** button to proceed with the payment plan.

The screenshot shows the 'Payment Plans' page. The navigation bar includes 'My Account', 'My Profile', 'Make Payment', 'Payment Plans' (highlighted), 'Deposits', and 'Help'. The main content area has a title 'Payment Plans' and two tabs: 'Manage Plans' and 'Plan History'. Below the tabs is a light blue information box with an information icon and the text: 'You are not yet enrolled in a payment plan for the current term. There are active plans for which you may be eligible to enroll.' A red box highlights the 'Enroll Now' button in the bottom right corner of the information box.

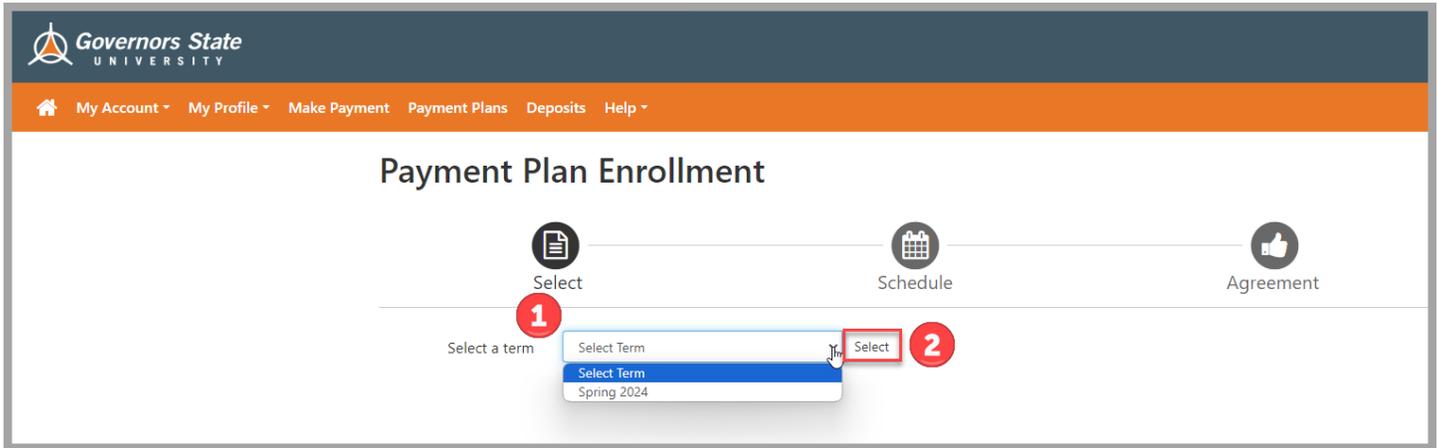
How to Set Up a Payment Plan with a Credit/Debit Card



TouchNet v8.10 Tutorial

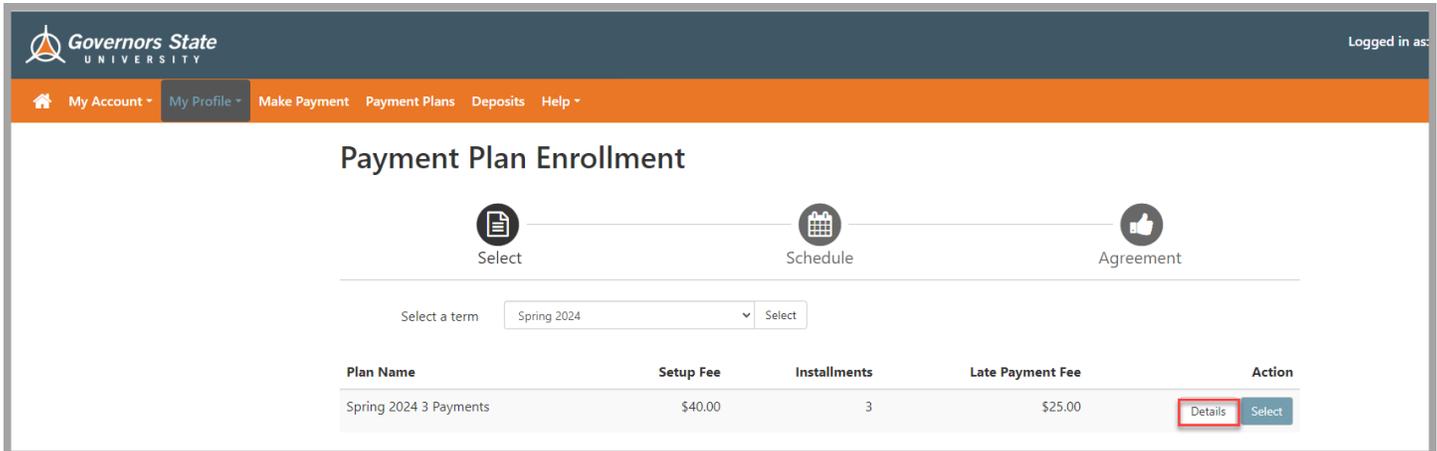
Step 8: Plan Enrollment

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



Step 9: Plan Enrollment

Review the information that appears on the screen and click **Details** to review the payment details.



Step 10 Payment Details

The payment details will appear. After reviewing the payment information, click the **Select** button to proceed. Or click the **Cancel** button to be returned to the Payment Plan Enrollment page (Step 9).

Spring 2024 3 Payments ×

This plan is set-up with a one-time non-refundable set-up/enrollment fee of \$40.00, with 3 auto-draft installment dates on 3/31/24, 4/30/24 and 5/31/24. Any payments that fail to process will be charged a \$25 late payment fee. Any adjustments to the balance will recalculate each remaining installment.

You have missed the first 2 installments of this payment plan due to late enrollment.
You will be enrolled for the remaining 1 installments.

Term(s):	Spring 2024
Enrollment deadline:	6/30/24
Scheduled payments:	Required
Setup fee:	\$40.00
Eligible charges and credits:	\$1,536.00
Required down payment:	None
Due at enrollment:	\$40.00
Number of payments:	3
Installment payments:	\$1,536.00
Payment frequency:	Fixed Dates
Late payment fee:	\$25.00

Step 11: Plan Enrollment –Payment Schedule

Review the text in the shaded yellow section. You will need to choose one of the three buttons:

1. **Back** – You will return to the Payment Plan Enrollment screen.
2. **Cancel** – A popup will appear stating, “This will delete the payment plan information and cancel the plan enrollment process. Are you sure you want to continue?” Click Cancel or OK.
3. **Continue** – The system will proceed with the process to the payment schedule.

How to Set Up a Payment Plan with a Credit/Debit Card

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Log

My Account
My Profile
Make Payment
Payment Plans
Deposits
Help

Payment Plan Enrollment

Select

Schedule

Agreement

Spring 2024 3 Payments

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.

Plan Description

This plan is set-up with a one-time non-refundable set-up/enrollment fee of \$40.00, with 3 auto-draft installment dates on 3/31/24, 4/30/24 and 5/31/24. Any payments that fail to process will be charged a \$25 late payment fee. Any adjustments to the balance will recalculate each remaining installment.

You have missed the first 2 of this payment plan due to late enrollment. You will be enrolled for the remaining 1 installments

Eligible Charges and Credits

Description	Charges(\$)	Credits(\$)
Tuition	987.00	
Fees	549.00	
Balance:		1,536.00

Payment Schedule

The payment plan schedule provided below only includes charges and credits that are eligible for the payment plan. Any additional amounts owed as reflected below will need to be paid separately. You may make a payment toward the amount not included in the plan after enrolling in the plan.

You owe an additional **\$1,799.00**

Installments	Due Date	Amount(\$)
Installment 1	5/31/24	1,536.00
Total of installments:		1,536.00

Current Charges	Due Date	Amount paid(\$)	Amount Due(\$)
Setup fee	Due now	0.00	40.00
Total amount paid:			0.00
Total due now:			40.00

Back Cancel Continue

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Step 12: Plan Enrollment – Method of Payment

Review the text in the shaded yellow section. From the Method dropdown select **Credit Card via Pay Path** and click **Continue** to proceed with the process to the payment schedule. However, there are two other buttons to select.

Note: *Electronic Check – Payments can be made from personal savings or checking accounts. You would need to set up your banking information before enrolling in a payment plan. Please see instructions, [How to Set-up Electronic Check Payments](#).*

1. **Back** – You will return to the Payment Plan Enrollment screen.
2. **Cancel** – A popup will appear stating, “This will delete the payment plan information and cancel the plan enrollment process. Are you sure you want to continue?” Click Cancel or OK.

Step 13: Payment Plan Agreement

The Payment Plan Agreement will appear. You will need to review the information by scrolling down and checking the box before **I agree to the payment plan agreement**. Click the **Continue** button to proceed with the process.

There are other buttons:

- Print Agreement - To obtain a copy of the Payment Plan Agreement for your records.
- Back – It will return you to the previous page.
- Cancel - If you prefer not to proceed with the Payment Plan, click the Cancel button to cancel the process.

Payment Plan Agreement

- You are submitting a payment today of \$40.00 as a part of your enrollment.
- You must accept this agreement to enroll in this payment plan.
You will need to scroll through the agreement and select the checkbox to continue.

Please read the following agreement carefully before you continue.

School Name: ("School") Governors State University
School Address: 1 University Parkway
University Park, IL 60484

FEDERAL TRUTH IN LENDING ACT DISCLOSURES

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
0.00%	\$40.00	\$1,536.00	\$1,576.00

Payment Schedule

I agree to the payment plan agreement.
Scroll through the agreement and select the checkbox to continue.

[Print Agreement](#) [Change Payment Method](#) [Cancel](#) [Continue](#)

Once you begin the payment process, you have 10 minutes to complete the payment while your plan enrollment is "active." Payments completed after 10 minutes cannot be linked to the payment plan, and you will have to begin the plan enrollment process again and complete a second payment.

Step 14: PayPath - Welcome to PayPath Payment Service

Read the information on the Welcome screen. Click the **Continue** button when ready to proceed.

PayPath® Payment Services

Governors State UNIVERSITY

Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for Governors State University student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.95% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for International issued cards will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Thank you for using PayPath.

Transaction Details

Student ID: 0199710
Term: 2024SP

PayPath Payment Service accepts:

[Cancel](#) [Continue](#)

How to Set Up a Payment Plan with a Credit/Debit Card



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Step 15: PayPath - Payment Amount Information

Read the information about service charges and click the **Continue** button.

The screenshot shows the PayPath Payment Services interface. At the top, there is a navigation bar with the PayPath logo and 'Payment Services'. Below this is a progress indicator with four steps: Amount (selected), Payment, Confirmation, and Receipt. The main heading is 'Payment Amount Information'. Below the heading, there is a paragraph of text: 'In addition to the amount paid to Governors State University, a non-refundable PayPath service charge of 2.95% (minimum \$3.00) for domestic issued cards and 4.25% (minimum \$3.00) for International issued cards will be added to your card payment. You will be given an opportunity to approve the complete transaction before submitting payment.' Below this text, there is a table with two columns: 'Payment amount:' and '\$40.00'. At the bottom right, there are two buttons: 'Cancel' and 'Continue' (highlighted with a red box).

Step 16: PayPath – Payment Card Information

Enter the Credit Card number and other information, including the billing address. Click **Continue** to proceed with the Payment Plan process.

The screenshot shows the PayPath Payment Services interface. At the top, there is a navigation bar with the PayPath logo and 'Payment Services'. Below this is a progress indicator with four steps: Amount, Payment (selected), Confirmation, and Receipt. Below the progress indicator, there is a section titled 'PayPath Payment Service accepts:' followed by logos for VISA, MasterCard, American Express, Discover, Diners Club, JCB, UnionPay, and iCard. Below this is a section titled 'Payment Card Information' with the following fields: 'Name on card:' (with a red box around the input field and a note 'Please enter the name as it appears on your card.'), 'Card account number:', 'Card expiration date:' (with MM and YYYY sub-fields), and 'Card security code:' (with CVV and 'What is this?' sub-fields). Below this is a section titled 'Billing Address' with a checkbox 'Check if address is outside of the United States:' and the following fields: 'Billing address:', 'City:', 'State:' (with a dropdown menu showing 'Illinois (IL)'), 'Zip code:', 'Email address:', 'Confirm email address:', and 'Phone number: (optional)'. At the bottom right, there are two buttons: 'Cancel' and 'Continue' (highlighted with a red box).

How to Set Up a Payment Plan with a Credit/Debit Card



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Step 17: PayPath – Review Payment Details

A new screen appears that contains the payment details. Check the box before the statement I agree to the terms and conditions. Click **Save** when done.

PayPath® | Payment Services

Amount Payment **Confirmation** Receipt

Review Payment Details

Please review the transaction details and agree to the terms and conditions below. Clicking Save will finalize your transaction.

School name:	Governors State University
Student ID:	0040556
Payer name:	Emma Test
Billing address:	1 University Parkway
City:	University Parkway
State:	IL
Zip code:	60481
Email address:	
Phone number:	
Card account number:	xxxxxxxxxx1111
Browser internet address:	143.43.19.79
Business correspondence address:	Governors State University 1 University Parkway Illinois, University Park 60484 UNITED STATES
Business correspondence address: (for PayPath Payment Service Fee)	TOUCHNET INFORMATION SYSTEMS INC 9001 REINER BLVD SUITE 150 LENEXA, KS 66219 UNITED STATES

Terms and Conditions

By clicking the Save button below, you agree the credit or debit card information you provide will be used for your scheduled payment to Governors State University. A non-refundable PayPath Payment Service fee of 2.95% or a minimum of \$3.00, whichever one is greater, will be added to each payment made and this fee is not refundable under any circumstance.

I agree to the terms and conditions.

Change Information Cancel **Save**

Step 18: PayPath – Thank You

You will see a short message stating Thank you for using PayPath Payment Service. Click the **Close** button when done.

PayPath® | Payment Services

Thank you for using PayPath Payment Service!

Close

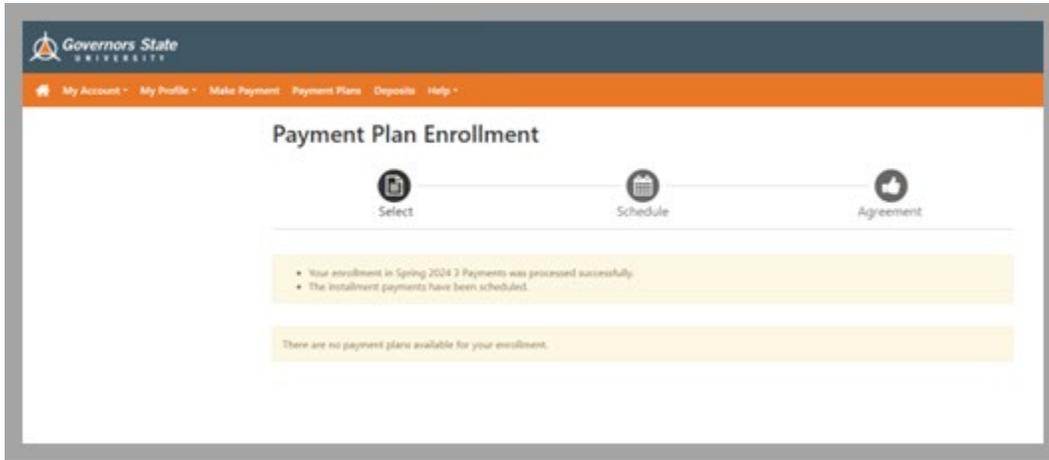
How to Set Up a Payment Plan with a Credit/Debit Card



TouchNet v8.10 Tutorial

Step 19: Return to Payment Plan Enrollment

After closing the window from PayPath, you will return to the Payment Plan Enrollment window.



Step 20: Log Out

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



Step 21: Log Out (continued)

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



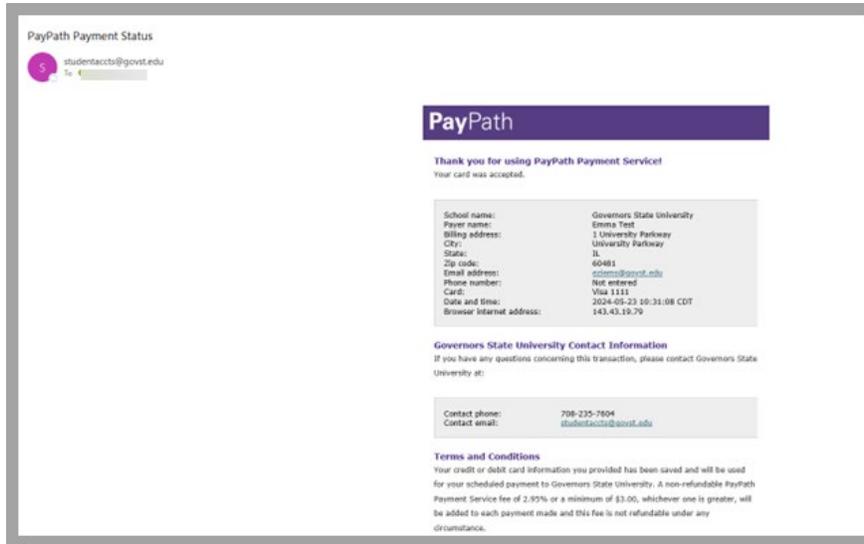
How to Set Up a Payment Plan with a Credit/Debit Card



TouchNet v8.10 Tutorial

Step 22: Confirmation Email Message

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



If you have any questions, please contact Student Accounts at 708-235-7604.