



How do I...?

**Enroll My Student in a Semester
Payment Plan, as an Authorized User**



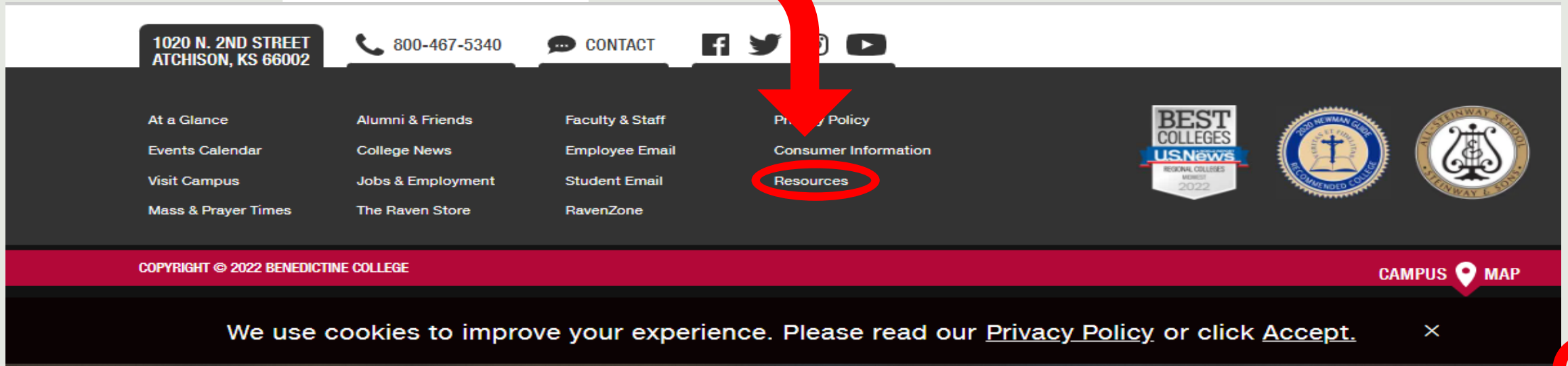
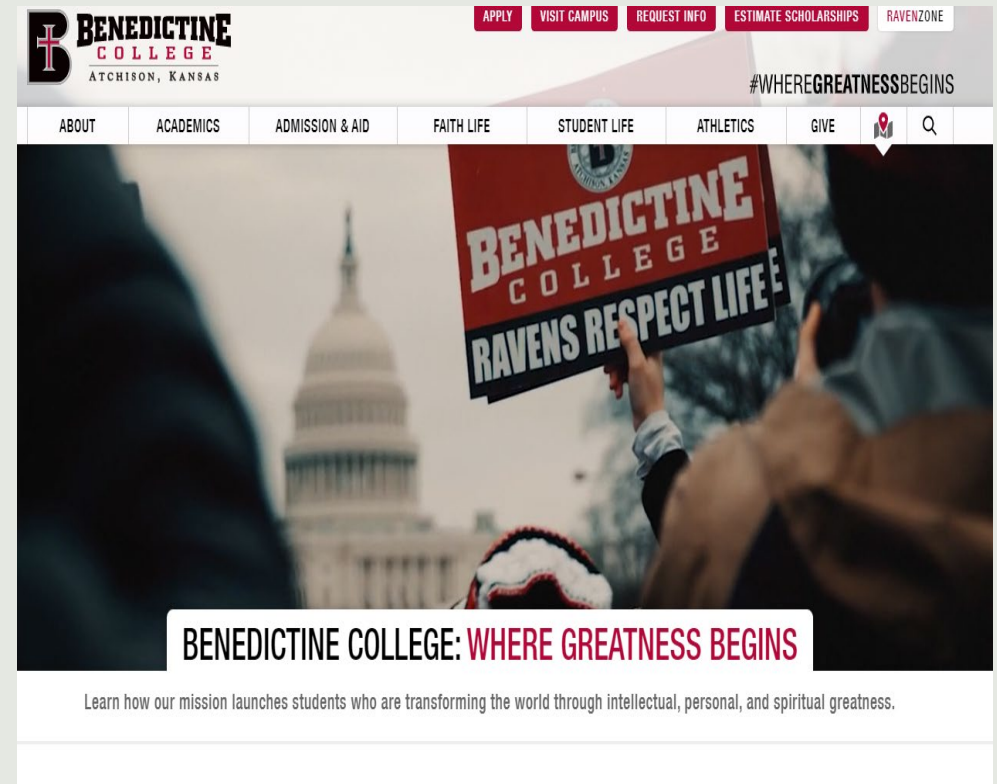
What is the benefit of enrolling my student's balance in a Semester Payment Plan, through my Authorized User Login?

A student's balance must be resolved before each semester begins, either by paying in full or enrolling in a semester payment plan. A payment plan is an option that allows you to pay your student's balance in equal installment payments during the semester, rather than all at once. It is a budget-friendly option that may help reduce or eliminate the need for loans.

The college partners with TouchNet, a leading provider of secure online software for student billing payments and payment plans. If your student has enrolled you as an Authorized User, you receive login credentials that give you access to view and submit payment, or enroll in payment plan, on behalf of your student at any time. It is easy to use, secure, convenient and fast. You may easily submit payment using electronic check, credit card, or debit card, and your successful payment is posted immediately to your student's account. Paying online also eliminates concerns about whether a mailed payment will arrive in time.

Where do I locate the Authorized User link to TouchNet?

From the Benedictine College Website you will want to scroll to the bottom of the page. Click on the link labeled "Resources"

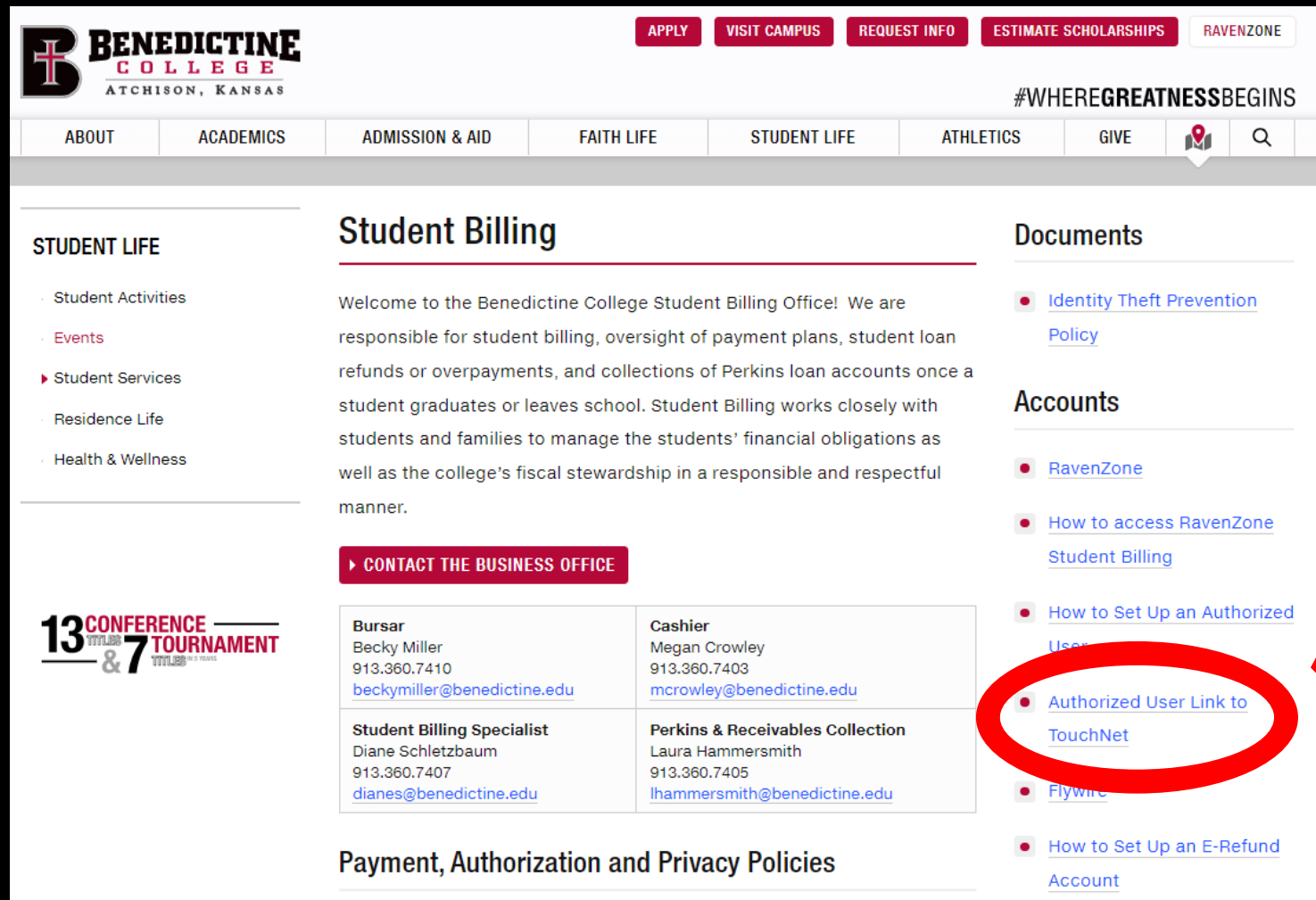


Once on the Resources page, scroll down to the "S" and located "Student Billing" and click on it.

S

- [Satisfactory Academic Progress for Federal Financial Aid](#)
- [Social Media Policy](#)
- [Student Athlete Graduation Rate Report - Student Right to Know](#)
- [Student Service Animal and ESA Policy](#)
- [Student Billing](#)
- [Student Complaint and Grievance Policy](#)
- [Student Email](#)
- [Student Handbook](#)

Once on the Student Billing page, look on the right-hand side and click on **"Authorized User Link to TouchNet"**. This will bring you to the TouchNet Authorized User Login Page.



BENEDICTINE COLLEGE
ATCHISON, KANSAS

APPLY VISIT CAMPUS REQUEST INFO ESTIMATE SCHOLARSHIPS RAVENZONE

#WHEREGREATNESSBEGINS

ABOUT ACADEMICS ADMISSION & AID FAITH LIFE STUDENT LIFE ATHLETICS GIVE

STUDENT LIFE

- Student Activities
- Events
- ▶ Student Services
- Residence Life
- Health & Wellness

Student Billing

Welcome to the Benedictine College Student Billing Office! We are responsible for student billing, oversight of payment plans, student loan refunds or overpayments, and collections of Perkins loan accounts once a student graduates or leaves school. Student Billing works closely with students and families to manage the students' financial obligations as well as the college's fiscal stewardship in a responsible and respectful manner.

▶ CONTACT THE BUSINESS OFFICE

Bursar Becky Miller 913.360.7410 beckymiller@benedictine.edu	Cashier Megan Crowley 913.360.7403 mcrowley@benedictine.edu
Student Billing Specialist Diane Schletzbaum 913.360.7407 dianes@benedictine.edu	Perkins & Receivables Collection Laura Hammersmith 913.360.7405 lhammersmith@benedictine.edu

Payment, Authorization and Privacy Policies

Documents

- Identity Theft Prevention Policy

Accounts

- RavenZone
- How to access RavenZone Student Billing
- How to Set Up an Authorized User
- Authorized User Link to TouchNet**
- FlyWire
- How to Set Up an E-Refund Account

Not sure if you are an Authorized User? Email bcbusinessoffice@benedictine.edu or call 913-360-7403

This is the TouchNet Login page for Authorized Users.

Use your Authorized User Login Credentials on the page to access your student's billing and payment portal. (Your login credentials were emailed to you when your student enrolled you as an Authorized User.) Please note your Authorized User login DOES NOT access your student's **RavenZone**

Not sure if you are an Authorized User?

Email bcbusinessoffice@benedictine.edu or call 913.360.7403



Welcome to the Benedictine College Payment Center

Authorized User login - for parents or others who have been granted access by the student.

Email:

Password:

[Forgot Password](#)

[Login](#)

This service lets Authorized Users, for whom the student has granted access, view and print your student's billing statement, see current account activity, make payments now or schedule future payments, set up payment plans and manage your student's tuition account, anytime day or night.

If you have any questions about the system, please send an e-mail to the Benedictine College Business Office at bcbusinessoffice@benedictine.edu or call 913.360.7403 during regular business hours, Monday-Friday 8:00 a.m. - 5:00 p.m. central time.

Thank you!

Click Here or Here

The screenshot shows the Benedictine College student payment portal. The top navigation bar includes 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The 'Payment Plans' link is circled in red. A red arrow points from the 'Payment Plans' link to the 'Enroll in Payment Plan' button in the 'Student Account' section. Another red arrow points from the 'Enroll in Payment Plan' button to the 'Announcement' section. The 'Student Account' section shows a balance of \$265.00 and includes buttons for 'View Activity', 'Enroll in Payment Plan', and 'Make Payment'. The 'Statements' section includes a 'View Real Time Statement' button and a 'View Statements' button. The 'My Profile Setup' sidebar includes links for 'Authorized Users', 'Personal Profile', 'Payment Profile', 'Security Settings', 'Consents and Agreements', and 'Electronic Refunds'. The 'Term Balances' section shows a balance of \$265.00 for Spring 2022.

BENEDICTINE COLLEGE Logged in as: | Logout

My Account Make Payment **Payment Plans** Deposits Refunds Help

Announcement
Welcome to the Benedictine College Student Payment Center! You can view your current account activity and make payments. You can also allow other users to access your account information, make payments, and view your current account activity.

To sign up for direct deposit of your refunds, complete your setup in the Refund Account Setup page.

View Account: Student Account: \$265.00 View

Student Account xxx7069
Balance \$265.00
View Activity **Enroll in Payment Plan** Make Payment

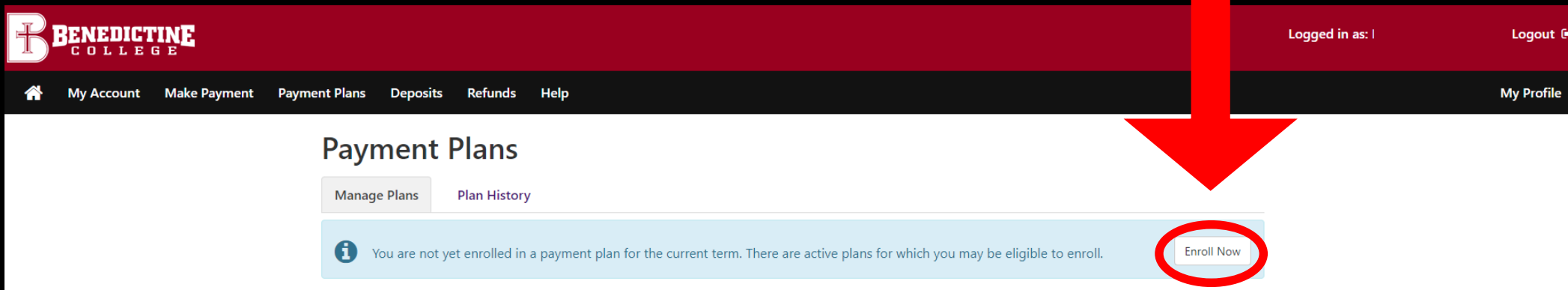
Statements
Click the button to view your current account balance and details. View Real Time Statement
Your latest eBill Statement (3/9/22) Statement: \$265.00 View Statements

My Profile Setup
Authorized Users
Personal Profile
Payment Profile
Security Settings
Consents and Agreements
Electronic Refunds

Term Balances
Spring 2022 \$265.00

If this is the first time you are signing up, or are not enrolled in a plan, it will let you know you are not enrolled. To get enrolled, Click "Enroll Now"

Click "Enroll Now"



The screenshot shows the Benedictine College website interface. At the top left is the Benedictine College logo. The top right shows the user is logged in with a 'Logout' link. A navigation bar contains links for 'My Account', 'Make Payment', 'Payment Plans', 'Deposits', 'Refunds', and 'Help'. The main content area is titled 'Payment Plans' and has two tabs: 'Manage Plans' and 'Plan History'. A light blue notification box contains 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.' To the right of this text is a button labeled 'Enroll Now', which is circled in red. A large red arrow points from the text 'Click "Enroll Now"' above to this button.

BENEDICTINE COLLEGE Logged in as: | Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

Payment Plan Enrollment

Select Schedule Agreement

Select Term: Spring 2022 Select

Select Term

BENEDICTINE COLLEGE Logged in as | Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

Payment Plan Enrollment

Select Schedule Agreement

Select Term: Spring 2022 Select

Plan Name	Setup Fee	Installments	Late Payment Fee	Action
2022 Spring (5 Payment Plan)	\$55.00	5	\$25.00	Details Select
2022 Spring (4 Payment Plan)	\$55.00	4	\$25.00	Details Select

Select which plan works best for you for this semester. An enrollment fee is charged each semester for the plan. You can either the 4-month or the 5-month plan.

Payments are due on the 15th of the month. Late fees are applied on the 25th of the month.

Payment Plan Enrollment

Select Schedule Agreement

2022 Spring (5 Payment Plan)

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. In the [Account Activity page](#), you can review all recent charges and credits to your account.

Plan Description

This is a five month, no interest, semester payment plan. There is a \$55 non-refundable application fee. [Enrollment in this plan is only valid for the 2022 Spring semester.](#) Payments are due on the 15th of the month December through April.

Eligible Charges and Credits		
Description	Charges(\$)	Credits(\$)
Financial Aid-Endowed		984.00
Tuition	16,375.00	
Room and Board	5,590.00	
Financial Aid		8,500.00
Payment plan setup fee	55.00	
	Balance:	12,536.00

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 \$0.00

Description	Due Date	Amount(\$)
Installment 1	12/15/21	2,507.20
Installment 2	1/15/22	2,507.20
Installment 3	2/15/22	2,507.20
Installment 4	3/15/22	2,507.20
Installment 5	4/15/22	2,507.20
Total of installments:		12,536.00

Set up Automatic Payments

Would you like to set up payments to be made automatically on the dates shown above?

Yes, I want to set up my payments. Let me choose the payment method that will automatically be used to make a payment on each due date.

No, I don't want to set up payments. I will come back and make each payment on or before the due date.

Back Cancel Continue

Automatic Payments are optional. Please choose one of the options shown. If you want to schedule **Automatic Payments**, select **Yes**. You will need to save a **Payment Method**, and a reminder notification will be sent the 12th of the month, three days before the payment is deducted from your **Payment Method** you selected.

If you **do not want Automatic Payments**, select **NO**. You or your student will need to log back in and submit the payments manually each month. A reminder notification will be sent to you and your student on the 10th of the month, five days before the installment payment is due.

If you selected Automatic Payments, you will need to add and save the Payment Method.

BENEDICTINE COLLEGE

My Account Make Payment Payment Plans Deposits Refunds Help

Payment Plan Enrollment

Select Schedule Payment Agreement

- The selected payment method will be used to pay all future installments automatically on the date they are due.
- 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.

Method

Back Cancel **Continue**

*Credit card payments are handled through PayPath®, a tuition payment service.

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

Select your Payment Method, and click the green "Continue" button.

On this page, you will click on "Select Method", and choose either "Credit Card" or "Electronic Check". The next several slides will show how to input payment information for each method of payment.

test.secure.touchnet.net:8443/C23265test_bsa/web/make_payment.jsp

BENEDICTINE COLLEGE Logout

My Account Make Payment Payment Plans Deposits Refunds Help My Profile

Account Payment

Amount Method Confirmation Receipt

Amount \$0.05

Method

*Credit card payments are... A non-refundable service fee will be added to your payment.

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

If you use a credit/debit card, there is a service fee with a minimum of \$3.00 on each transaction.

***If you use an electronic check, there is no additional fee, but please note, electronic checks may take 3-5 business days to be deducted from your bank account.**

Electronic Check

Comes from your

**Checking
or
Savings**





Amount



Method



Confirmation



Receipt

Amount \$0.05

Method Electronic Check (checking/savings)

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:

*Routing number: (Example)

*Bank account number:

*Confirm account number:

Billing Information

*Name on account:

*Billing address:

Billing address line two:

*City:

*State:

*Postal Code:

Option to Save

Save this payment method for future use

Save payment method as:

Refund Options

You must enroll in Two-Step Verification to save this as a Refund Method.
 Please proceed to [Security Settings](#) in My Profile to enroll.

*Credit card payments are handled through PayPath®, a tuition payment service. A non-refundable service fee will be added to your payment.

If Electronic Check is selected it will ask you to fill out everything with the ***Asterisk*** next to it.

Select "Continue"



ACH Payment Agreement

I hereby authorize **Benedictine College** to initiate debit or 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 **\$30.00** return fee will be added to my student account.

Name: **Rocky Raven**
Address: 1020 N 2nd St
Atchison KS 66002
Depository: COMMERCE BANK
ACH DEPT.
Routing Number: 101000019
Account Number: xxxxx6789
Debit Amount: \$1.00

This agreement is dated 11/04/2021 09:36:18 AM CDT.

For fraud detection purposes, your internet address has been logged:) at 11/04/2021 09:36:18 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: bcbusinessoffice@benedictine.edu

I agree to the above (Print Agreement)

Cancel

Continue

Make sure to click the "I agree" button on the left-hand side of the pop-up window. Then the "Continue" button on the bottom right side.

Payment Method



Amount



Method



Confirmation



Receipt

Please review the transaction details, agree to the terms and conditions, then submit your payment.

Payment Information

Payment Date

11/4/21



Term	Account	Amount
Spring 2021	Student Account	\$1.00

Total Payment Amount **\$1.00**

Change Amount

Paid To

Benedictine College
1020 N. 2nd St
Atchison, KS 66002

Confirmation Email

@ravens.benedictine.edu (Primary)

Selected Payment Method

Account: WEBCHECK - "Rocky's
Checking" xxxx6789
Billing Address: Rocky Raven
1020 N 2nd St
Atchison, KS 66002

Change Payment Method

By selecting the Submit Payment button, you are agreeing to the [Terms and Conditions](#).

Back

Cancel

Submit Payment

This screen will show asking you to review your information. Then select "Submit Payment".

Account Payment

Your new ACH payment method has been saved.



Amount



Method



Confirmation



Receipt

Your payment in the amount of \$1.00 was successful. A confirmation email was sent to [redacted]@ravens.benedictine.edu. To view all payments, go to My Account > Payment History.

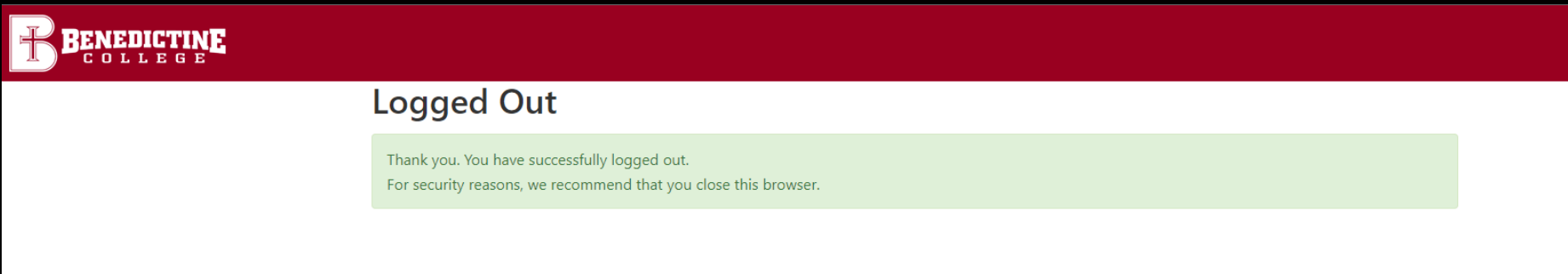
Payment date:	11/4/21	Paid to:	Benedictine College 1020 N. 2nd St Atchison, KS 66002 UNITED STATES
Amount paid:	\$1.00	Account number:	xxxxx6789
Student name:	[redacted]	Name on account:	Rocky Raven
		Account Type:	Checking

Print

A confirmation page will appear. If you choose to save your payment method (which was optional), you will see the yellow banner at the very top of the page which will let you know your payment method was saved. The green banner in the middle of the page, lets you know the payment was successful, as well as which email the electronic receipt was sent. There is also an option to print the receipt using the button in the bottom right corner of the screen.

! IMPORTANT SECURITY TIP !

Do make sure that once you are finished with everything that you click "Logout" in the upper right-hand corner and close the browser completely to ensure that you have logged out of everything for security reasons.



Credit Card via PayPath

Comes from your

Credit Card

or

Debit Card



Announcement

Welcome to the Benedictine College Student Payment Center! You can view your current account activity and make payments. You can also allow authorized users to access your account information, make payments, and view your current account activity.

View Account: Student Account: \$215.00

Student Account

ID: xxx7069

Balance

\$215.00

Statements

Click the button to view your current account statement.

Your latest eBill Statement (1/12/22) Statement :

Click "Make Payment"

My Profile Setup

Term Balances

Spring 2022

\$215.00

Account Payment



Amount



Method



Confirmation



Receipt

Payment Date:

Select Payment Option

Current Account Balance
\$196.95

Pay By Term
Select which semester terms to pay

Payment Total \$0.00

Continue

Account Payment



Amount



Method



Confirmation



Receipt

Payment Date:

Select Payment Option

Current Account Balance
\$196.95

Pay By Term
Select which semester terms to pay

Current Account Balance

Enter payment amount(s) for semester term

Student Account | \$196.95

Payment Total \$0.00

Continue

Select "Current Account Balance" and type in the amount you would like to pay, then click the green box in the bottom right corner labeled "Continue". You may pay a different amount than what is displayed.

On this page, you will click on "Select Method", and choose either "Credit Card" or " Electronic Check". The next several slides will show how to input payment information for each method of payment.

Account Payment

Amount: \$0.05

Method:

Credit Card
Credit Card via PayPath

Other Payment Methods
Electronic Check (checking/savings)

Back Cancel Continue

*Credit card payments are... A non-refundable service fee will be added to your payment.

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

If you use a credit/debit card, there is a service fee with a minimum of \$3.00 on each transaction.

***If you use an electronic check, there is no additional fee, but please note, electronic checks may take 3-5 business days to be deducted from your bank account.**

Account Payment



Amount



Method



Confirmation



Receipt

Please review the transaction details. Clicking Continue will open a new window, where you will complete your transaction.

Payment Information

Payment Date

3/15/22



Term	Account	Amount
Spring 2022	Student Account	\$265.00

Total Payment Amount

\$265.00

Change Amount

Paid To

Benedictine College
Business Office
1020 N 2nd St
Atchison, KS 66002

Confirmation Email

mcrowley@benedictine.edu (Primary)

Selected Payment Method

Account:

TOUCHNET PAYPATH

Change Payment Method

By selecting the Submit Payment button, you are agreeing to the [Terms and Conditions](#).

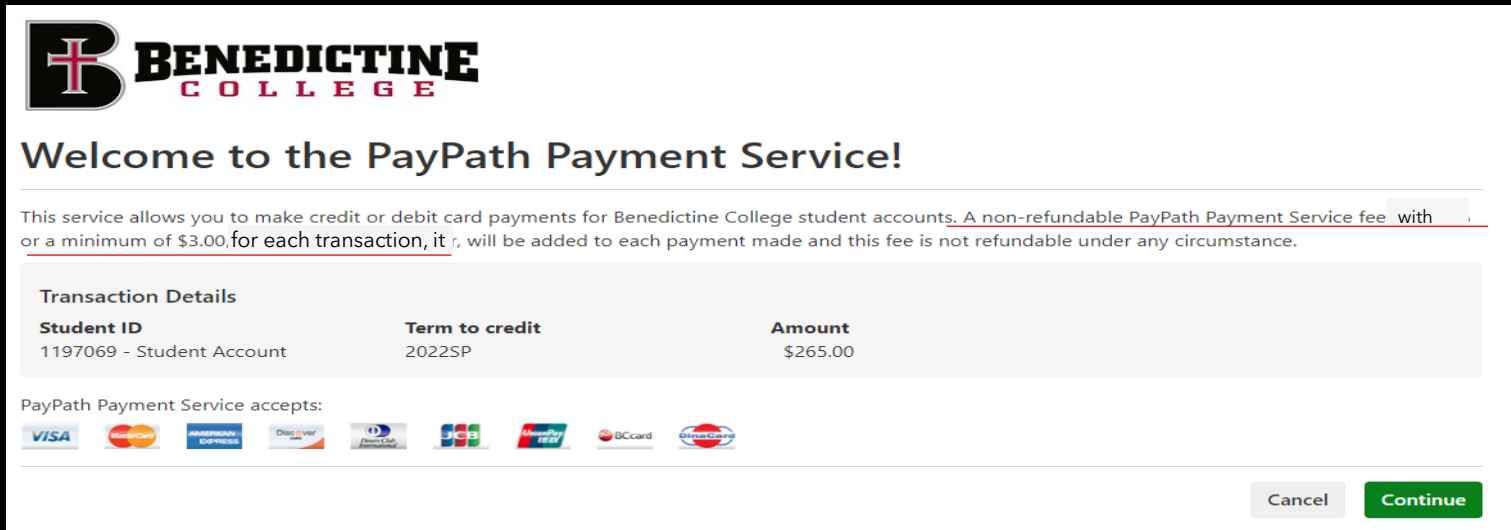
Back

Cancel

Continue to PayPath

If Credit Card is selected, you will want to select the green button in the bottom right corner labeled **"Continue to PayPath."**

This takes you to PayPath Payment Service, which is the process used for submitting a credit or debit card payment. **Note there is a fee, for each transaction with a minimum of \$3.00.**




BENEDICTINE COLLEGE

Welcome to the PayPath Payment Service!

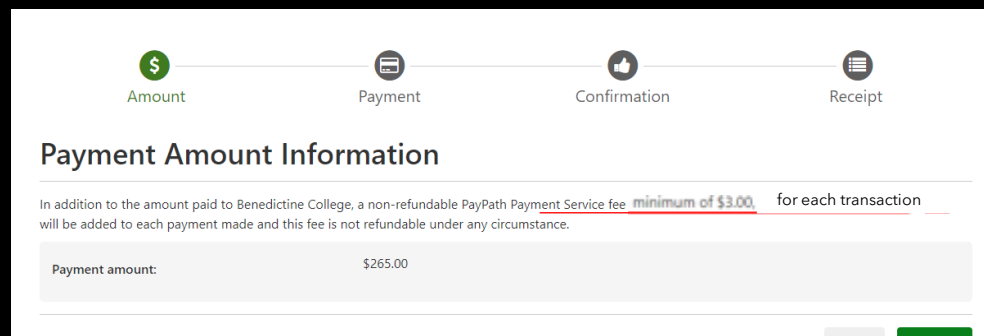
This service allows you to make credit or debit card payments for Benedictine College student accounts. A non-refundable PayPath Payment Service fee with a minimum of \$3.00, for each transaction, will be added to each payment made and this fee is not refundable under any circumstance.

Transaction Details		
Student ID	Term to credit	Amount
1197069 - Student Account	2022SP	\$265.00

PayPath Payment Service accepts:



Cancel Continue



Amount Payment Confirmation Receipt

Payment Amount Information

In addition to the amount paid to Benedictine College, a non-refundable PayPath Payment Service fee **minimum of \$3.00**, for each transaction will be added to each payment made and this fee is not refundable under any circumstance.

Payment amount:	\$265.00
-----------------	----------

PayPath Payment Service accepts:



Payment Card Information

Name on card:

Please enter the name as it appears on your card.

Card account number:

Card expiration date:

Card security code:

What is this?

Billing Address

Check if address is outside of the United States:

Billing address:

City:

State:

Zip code:

Email address:

Confirm email address:

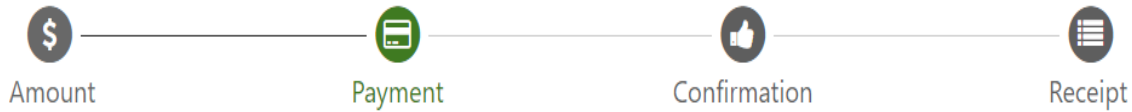
Phone number: (optional)

Cancel

Continue

The 3rd page is where you will put in all your Credit Card Information.

Once the information is entered, you will then click on the green button in the bottom right corner of the page labeled "Continue"



Payment Card Information

PayPath Payment Service accepts:



Debit Card Notification

PLEASE NOTE: Your card number indicates that you are using a debit card. You can avoid paying a service fee if you authorize a one-time payment directly from your bank account. To do so, return to your campus bill payment page and select ACH/electronic check as your payment method.

I agree to proceed with my debit card.

Change Information Cancel **Continue**

If you have changed your mind and do not want to pay with a credit or debit card, select the "Cancel" button.

You will be brought another screen, there you will check the "I agree to proceed with my debit card" button on the left-hand side and click the green "Continue" button on the right-hand side.

Review Payment Details

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

Payment to Benedictine College:	\$265.00
PayPath Payment Service Fee	\$7.55
Total payment amount:	\$272.55
School name:	Benedictine College
Payer name:	
Billing address:	
City:	Atchison
State:	KS
Zip code:	66002
Email address:	
Phone number:	
Card account number:	
Browser internet address:	199.85.82.130
Business correspondence address:	TOUCHNET INFORMATION SYSTEMS INC 15520 COLLEGE BLVD. LENEXA, KS 66219 UNITED STATES

Please note where the **Service Fee** amount displays.

The next screen will show you the information you entered and the fees associated, check the "I agree to the terms and conditions" button.- Then click the green "Continue" button.

Terms and Conditions

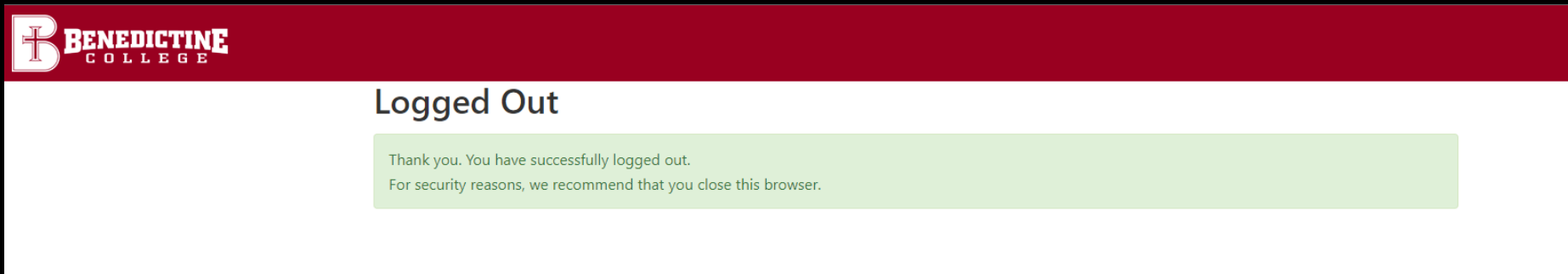
I hereby authorize charges totaling \$272.55 via my credit/debit card. I understand that a PayPath Payment Service fee of \$7.55 will be charged to my credit/debit card and is not refundable under any circumstances.

I agree to the terms and conditions.

Change Information Cancel **Submit Payment**

! IMPORTANT SECURITY TIP !

Do make sure that once you are finished with everything that you click "Logout" in the upper right-hand corner and close the browser completely to ensure that you have logged out of everything for security reasons.



Benedictine College Business Office

Cray Seaberg Top Floor

Office hours: Monday-Friday:

8:30 a.m.- 4:30 p.m.

bcbusinessoffice@benedictine.edu

913.360.7403

