How do I...?

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

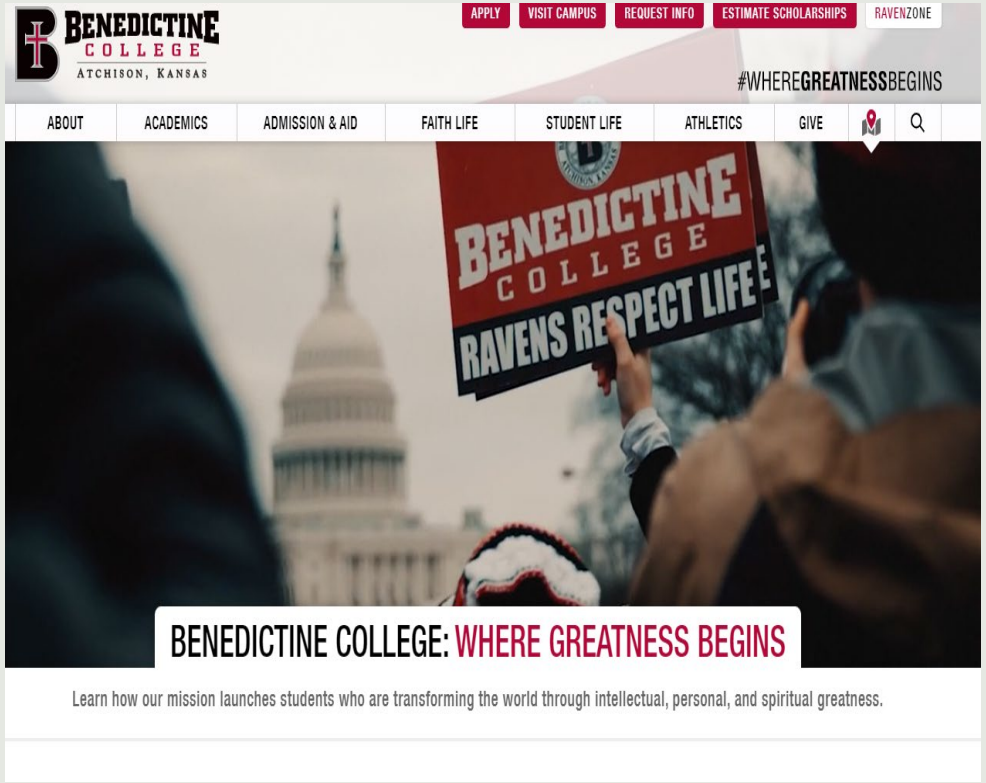
What is the benefit of enrolling my student's balance in a Semester Payment Plan, through my Authorized User Login?

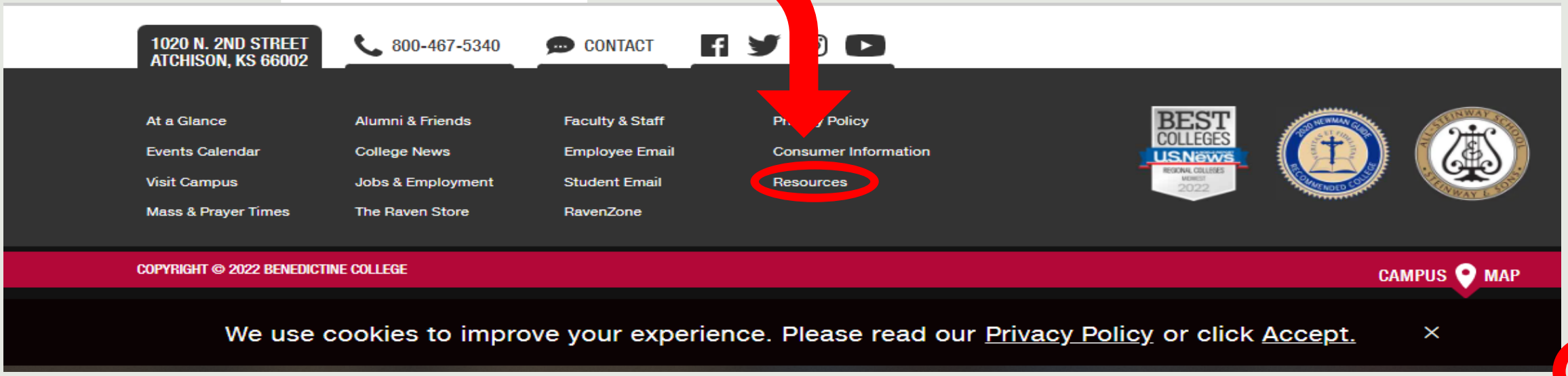
A student's balance must be resolved before each semester begins, either by paying in full or enrolling in a semester payment plan. A payment plan is an option that allows you to pay your student's balance in equal installment payments during the semester, rather than all at once. It is a budget-friendly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

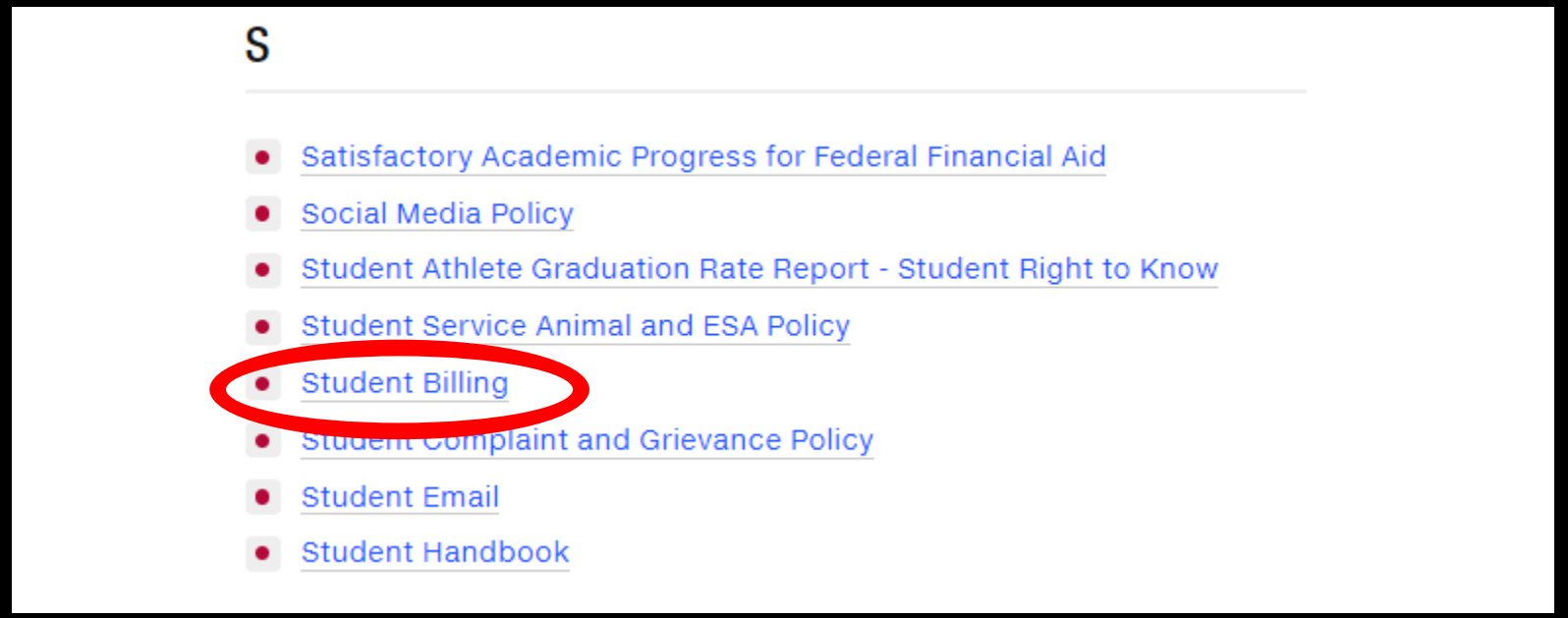
Where do I locate the Authorized User link to TouchNet?

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

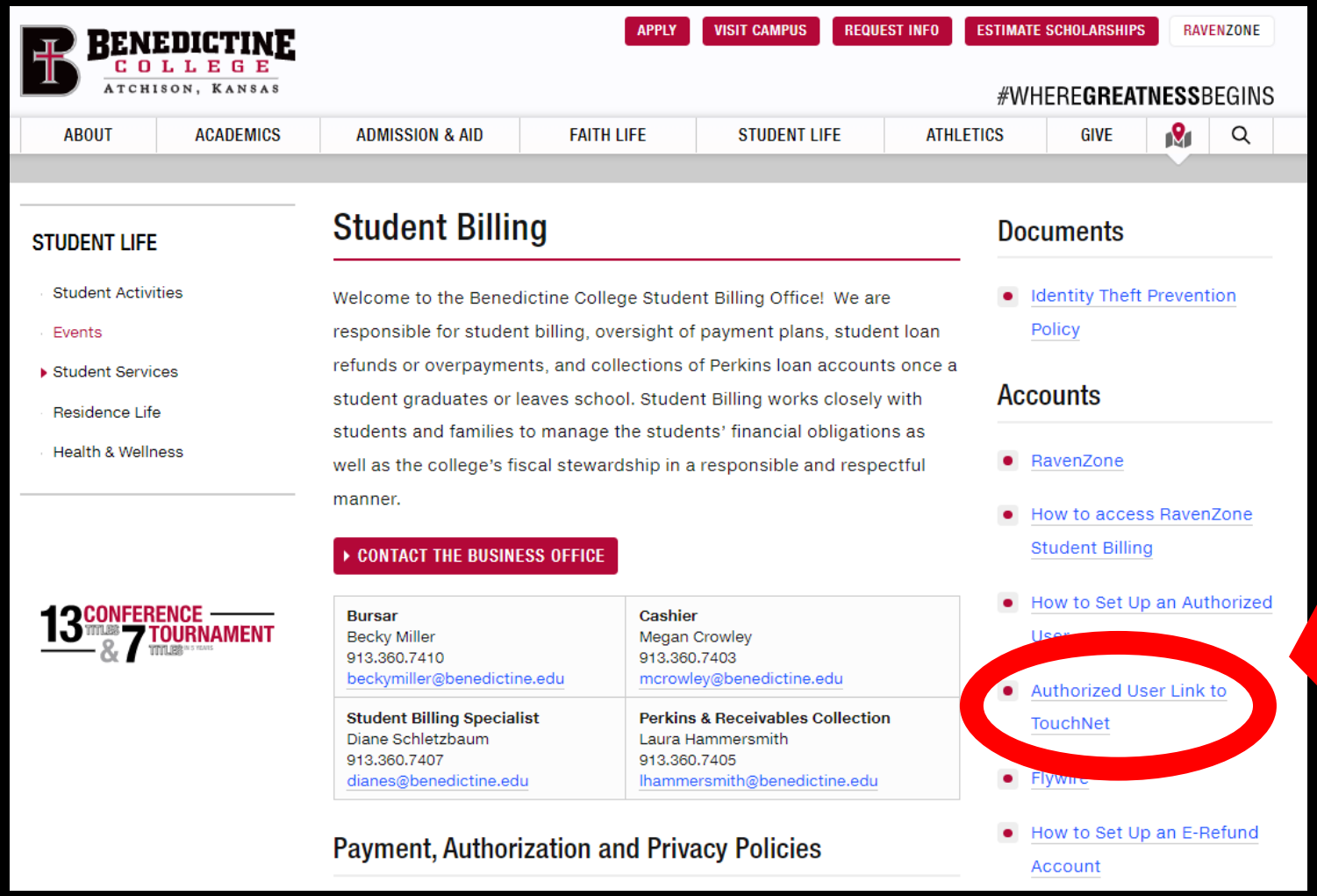




Once on the Resources page, scroll down to the "S" and located "Student Billing" and click on it.

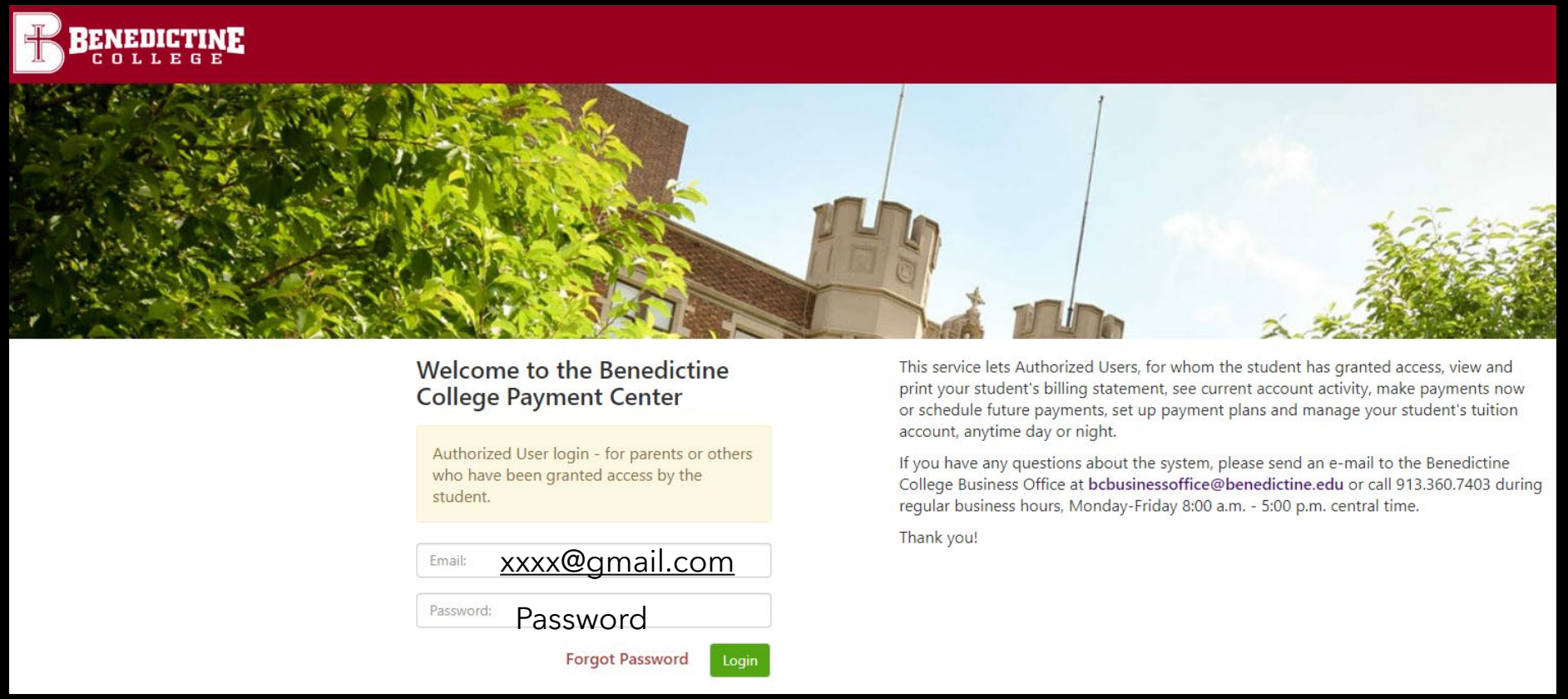


Once on the Student Billing page, look on the right-hand side and click on **"Authorized User Link to TouchNet".** This will bring you to the TouchNet Authorized User Login Page.

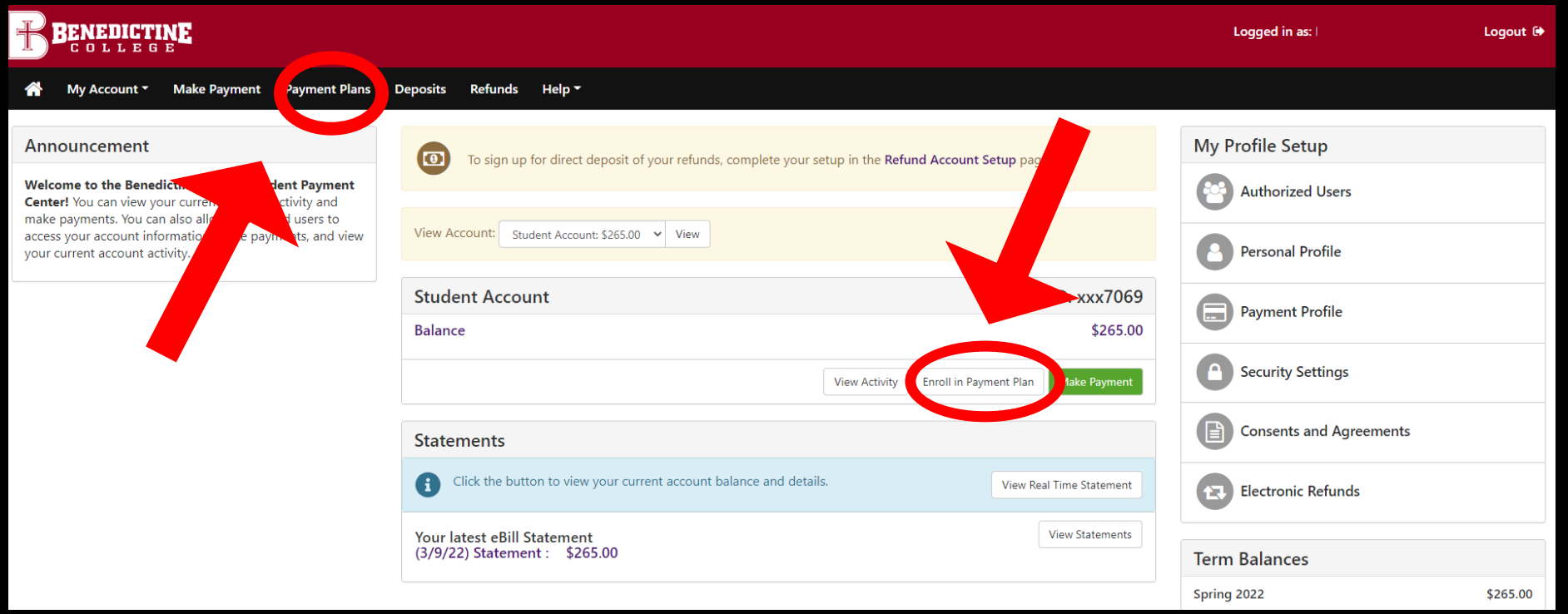


Not sure if you are an Authorized User? Email bcbusinessoffice@benedictine.edu or call 913-360-7403

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

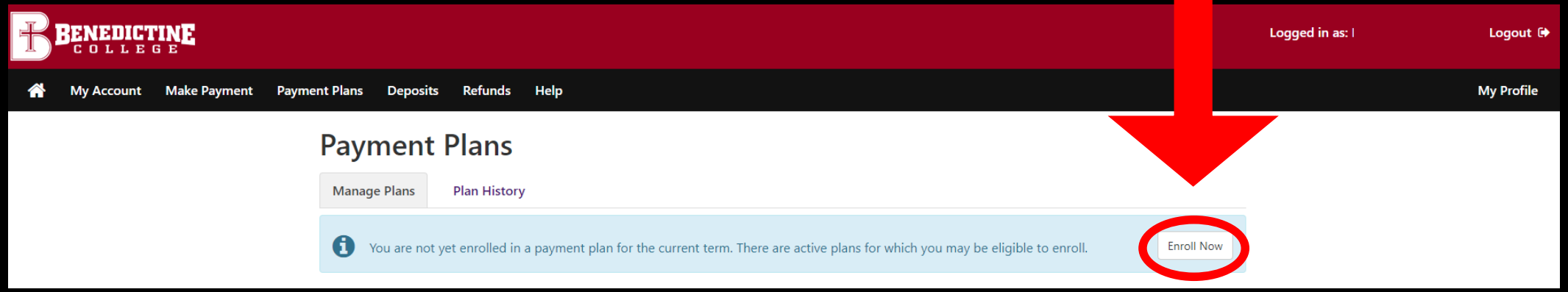


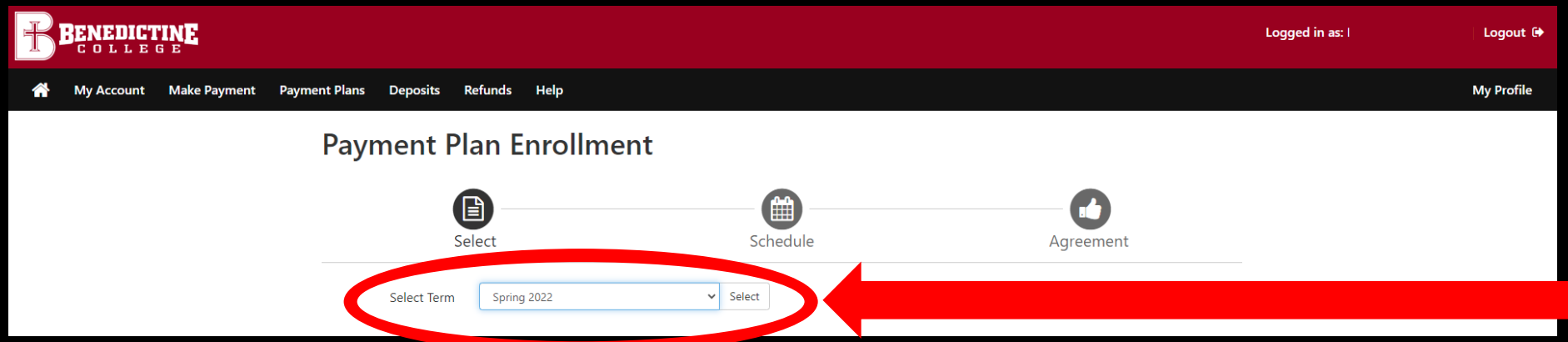
Click Here or Here



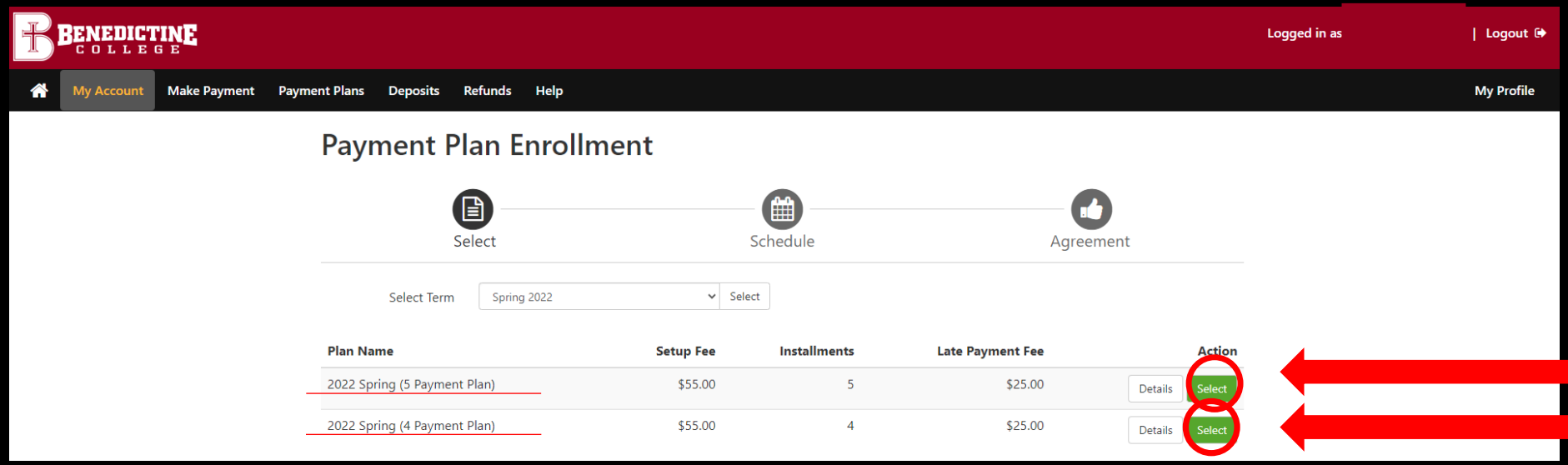
If this is the first time you are signing up, or are not enrolled in a plan, it will let you know you are not enrolled. To get enrolled, Click "Enroll Now"

Click "Enroll Now"



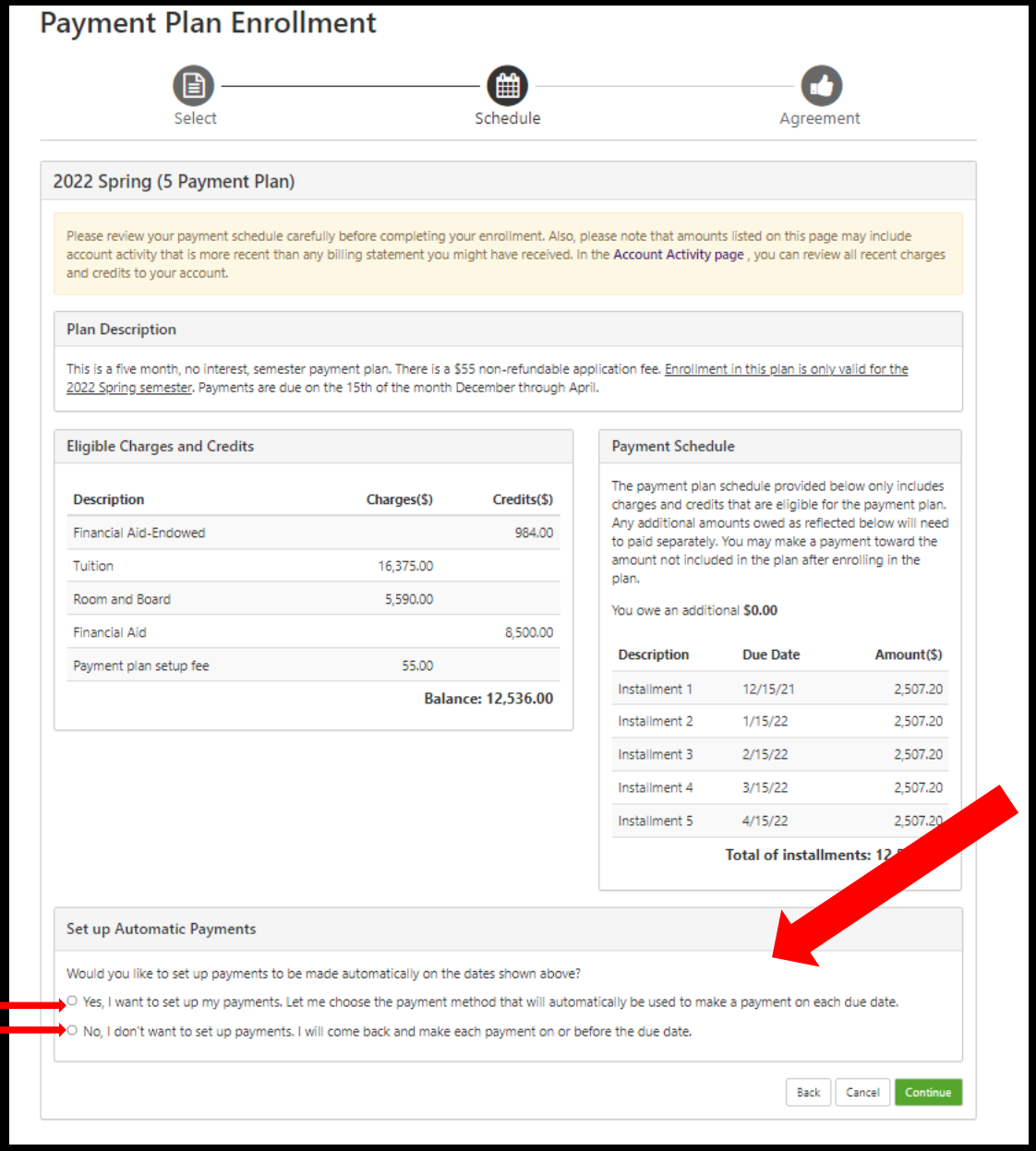


Select Term



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.

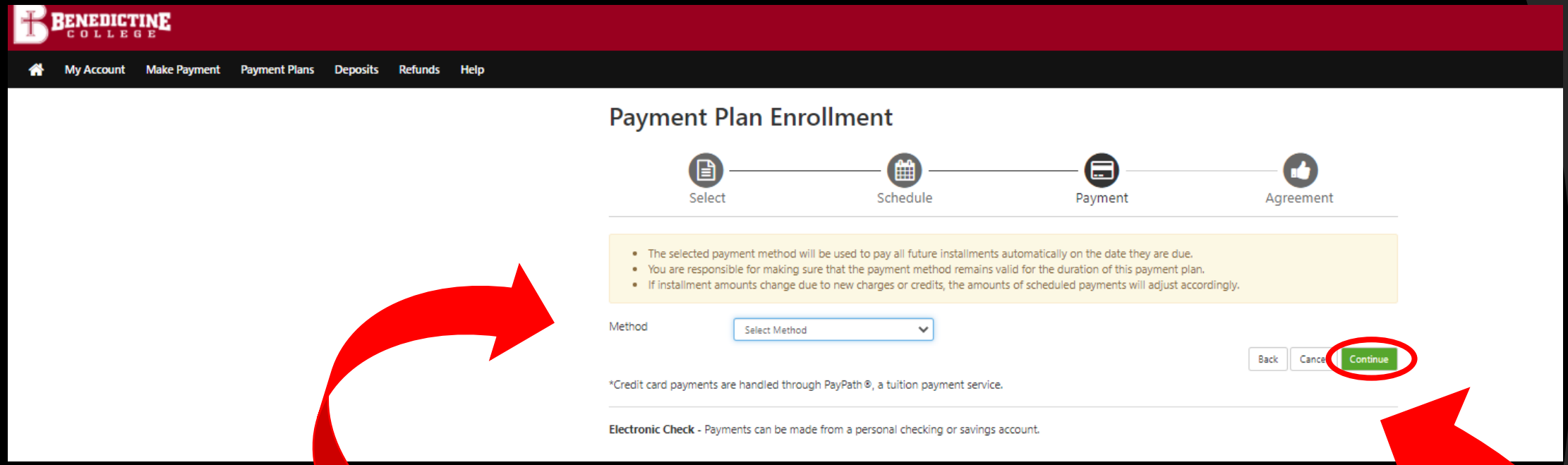
Payments are due on the 15th of the month.
Late fees are applied on the 25th of the month.



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.

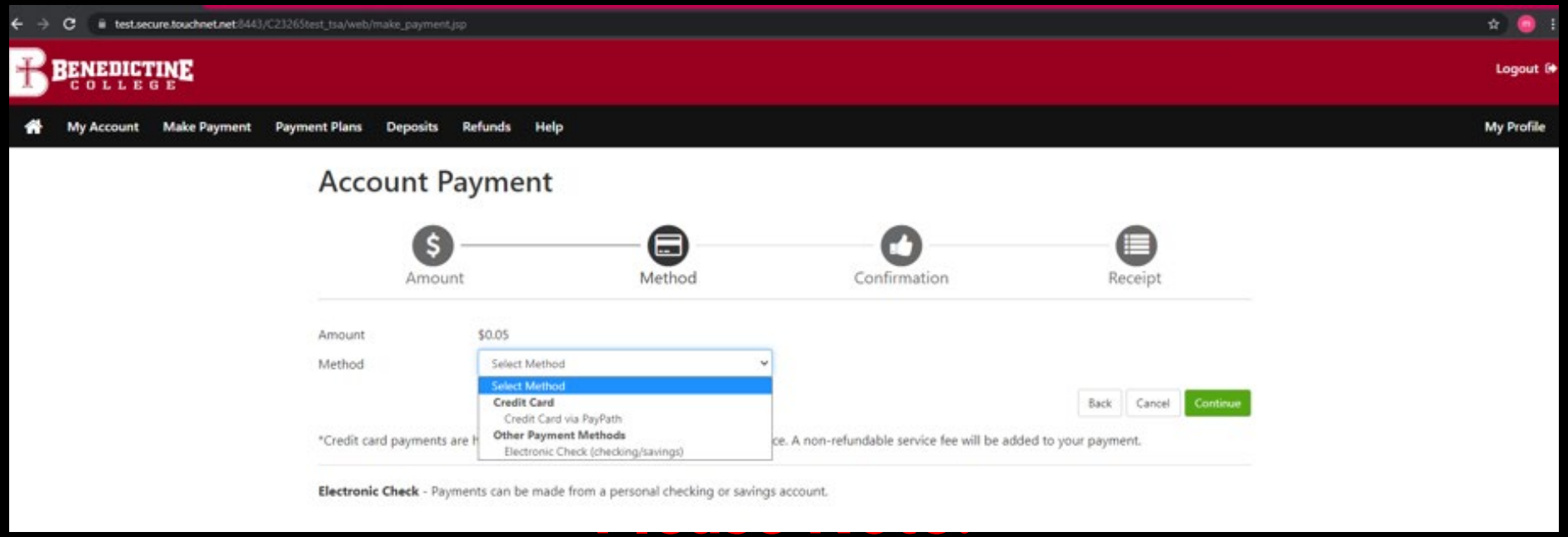
If you do not want Automatic Payments, select NO. You or your student will need to log back in and submit the payments manually each month. A reminder notification will be sent to you and your student on the 10th of the month, five days before the installment payment is due.

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



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.



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 feel, 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: Checking

*Routing number: (Example) 101000019

*Bank account number: 123456789

*Confirm account number: 123456789

Billing Information

*Name on account: Rocky Raven

*Billing address: 1020 N 2nd St.

Billing address line two:

*City: Atchison

*State: Kansas (KS)

*Postal Code: 66002

Option to Save

Save this payment method for future use

Save payment method as: (example My Checking) Rocky's Checking

Refund Options

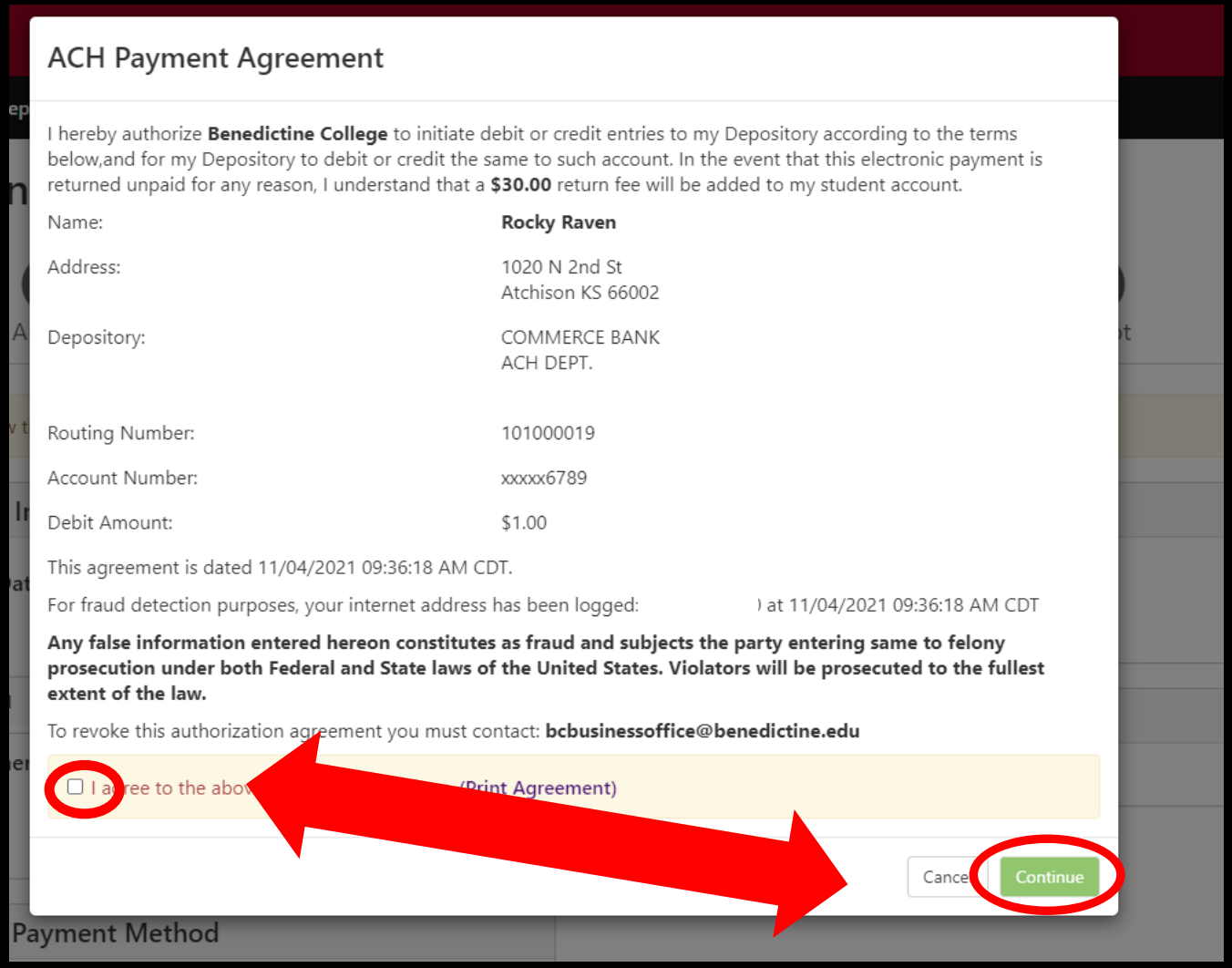
You must enroll in Two-Step Verification to save this as a Refund Method. Please proceed to Security Settings in My Profile to enroll.

Back | Cancel | Continue

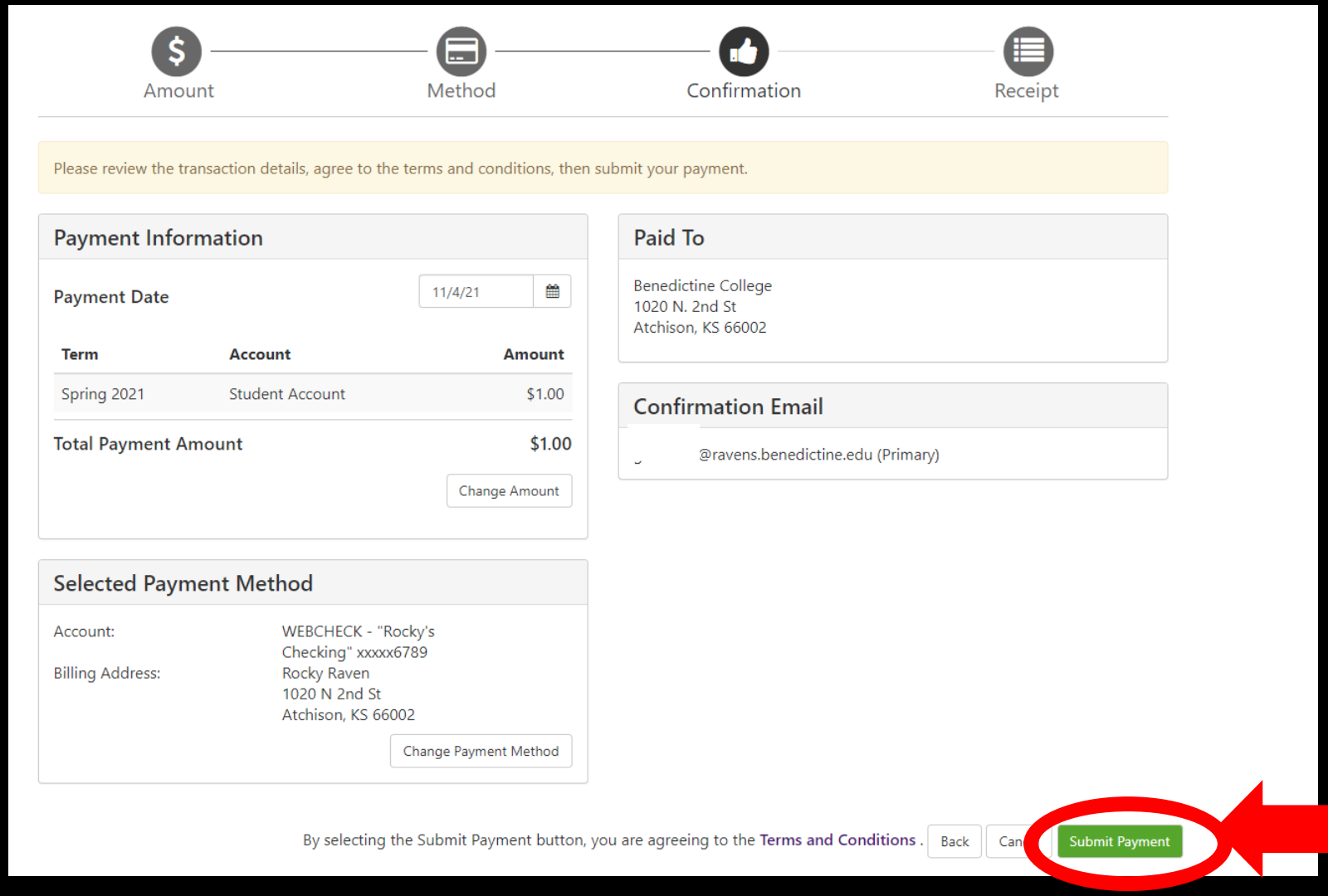
*Credit card payments are handled through PayPath ®, a tuition payment service. A non-refundable service fee will be added to your payment.

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

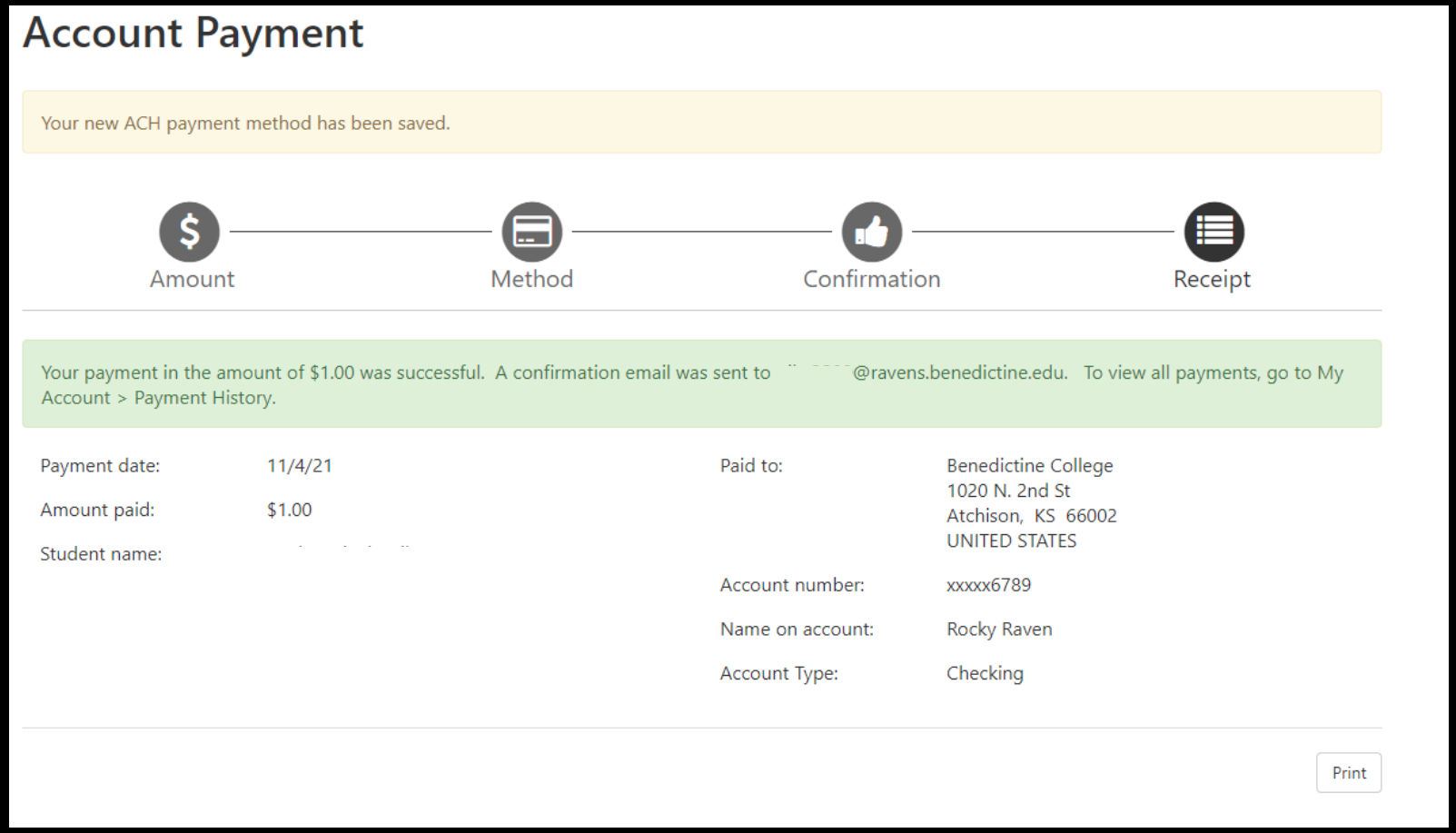
Select "Continue"



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.



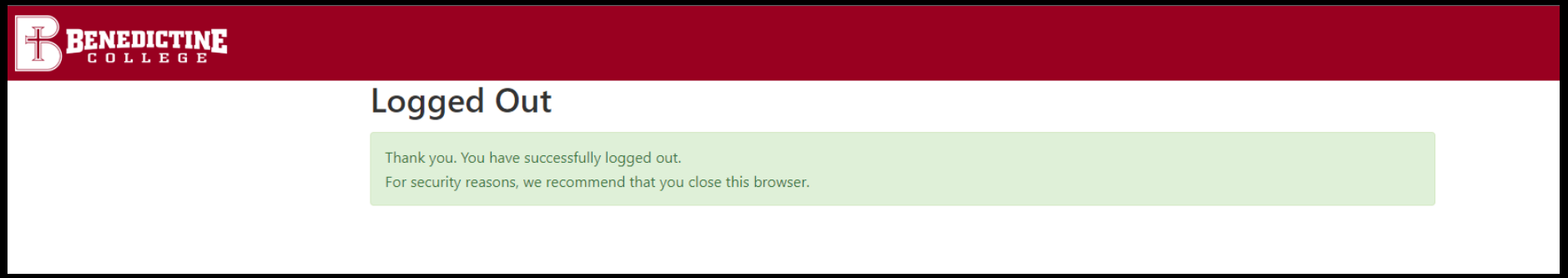
This screen will show asking you to review your information. Then select "Submit Payment".



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.



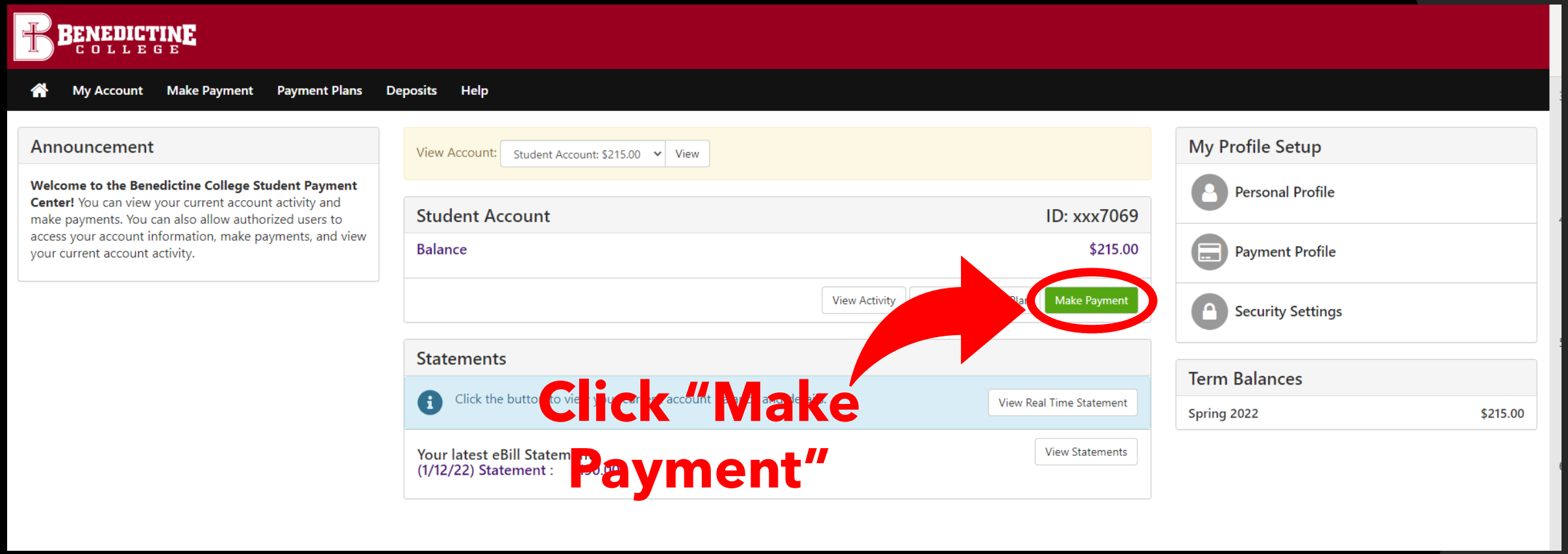
Credit Card via PayPath

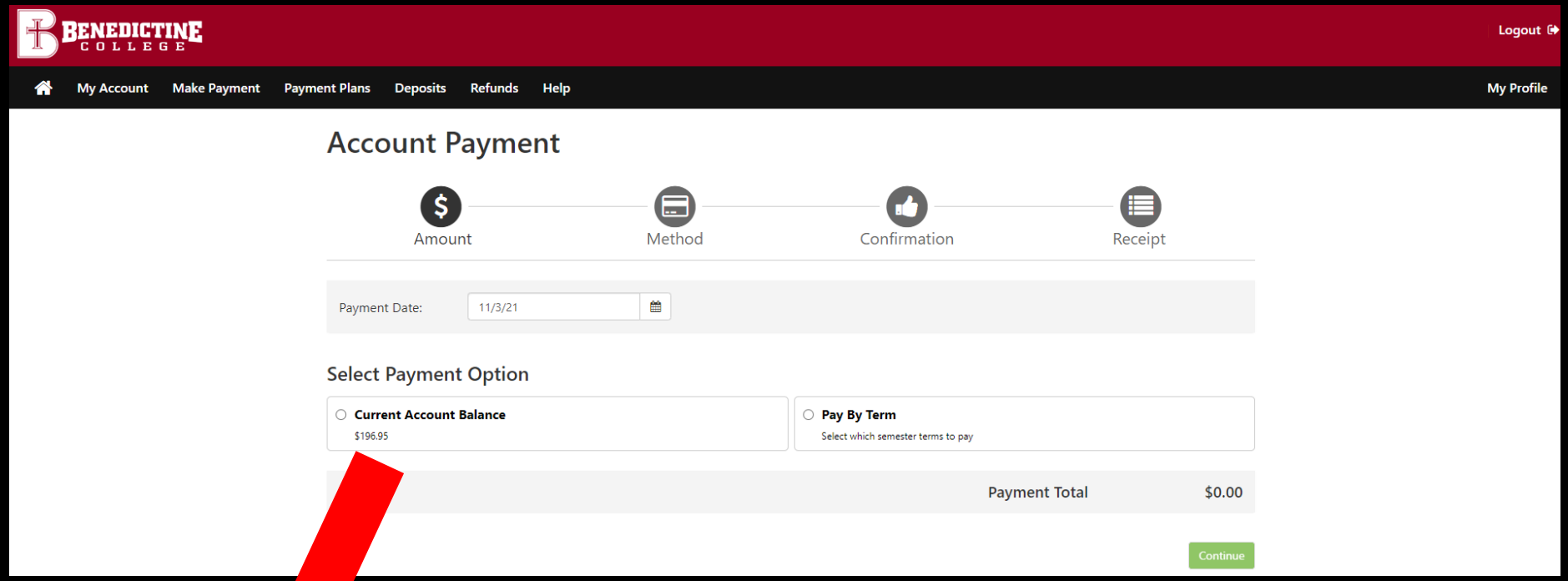
Comes from your

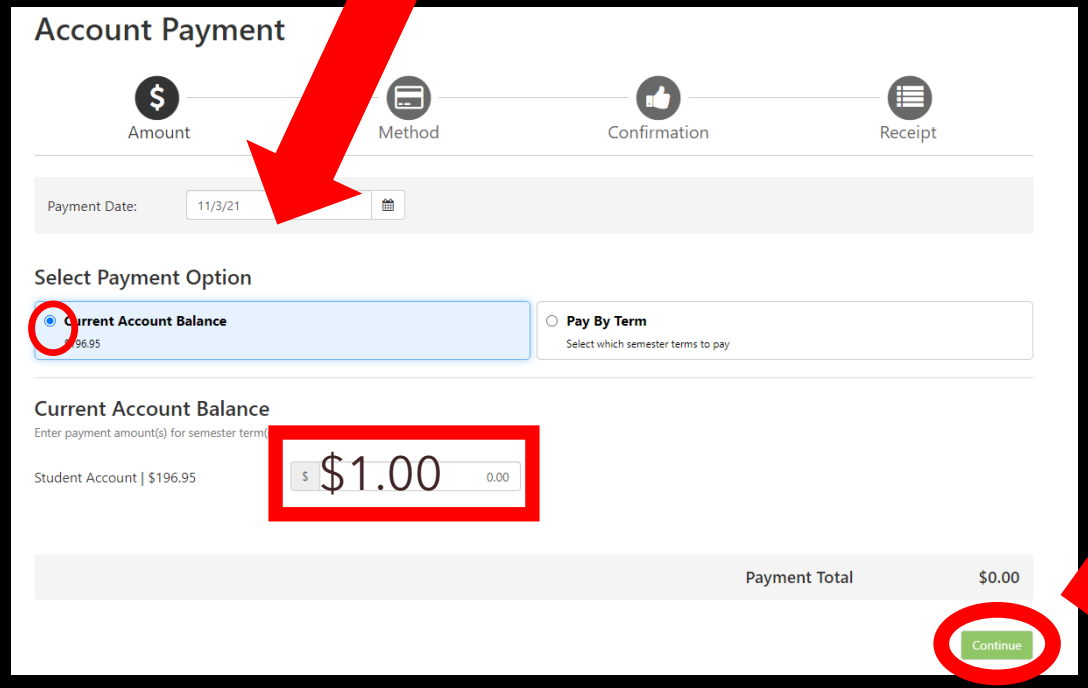
Credit Card

or

Debit Card

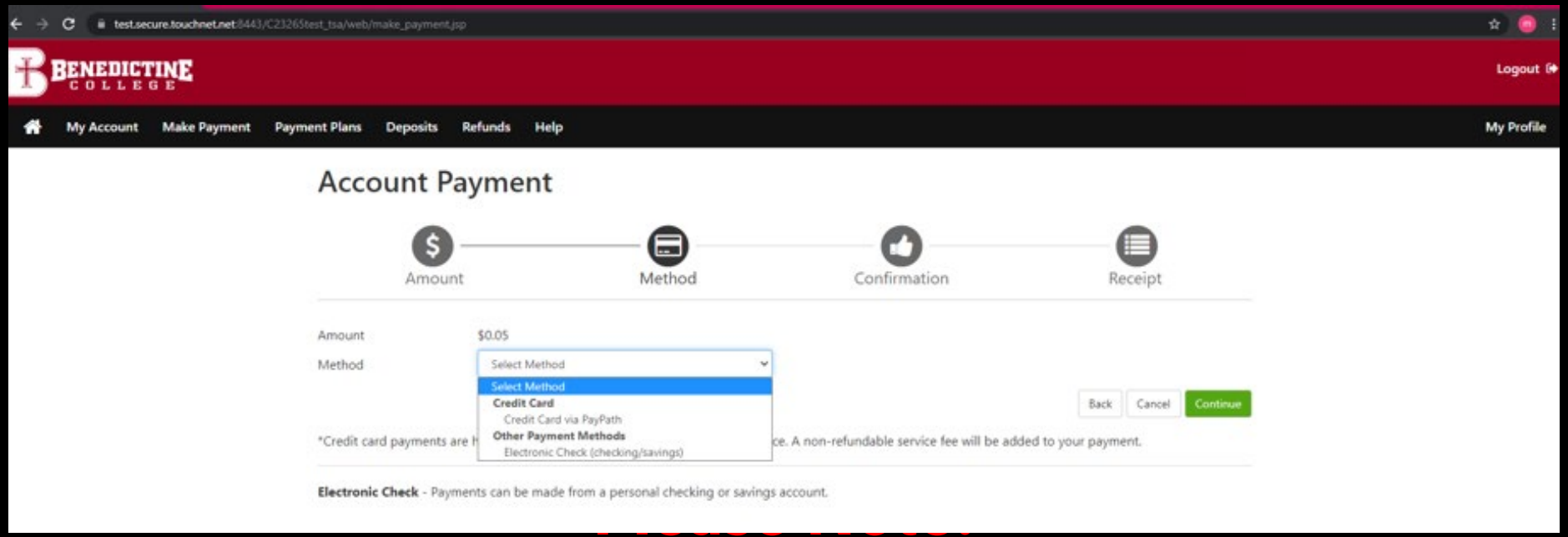

BENEDICTINE COLLEGE
My Account
Make Payment
Payment Plans
Deposits
Help
Announcement
Welcome to the Benedictine College Student Payment Center! You can view your current account activity and make payments. You can also allow authorized users to access your account information, make payments, and view your current account activity.
View Account:
Student Account: $215.00
View
Student Account
ID: xxx7069
Balance
$215.00
View Activity
Make Payment
Statements
View Real Time Statement
View Statements
My Profile Setup
Personal Profile
Payment Profile
Security Settings
Term Balances
Spring 2022
$215.00
Click "Make Payment"





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 that 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.



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

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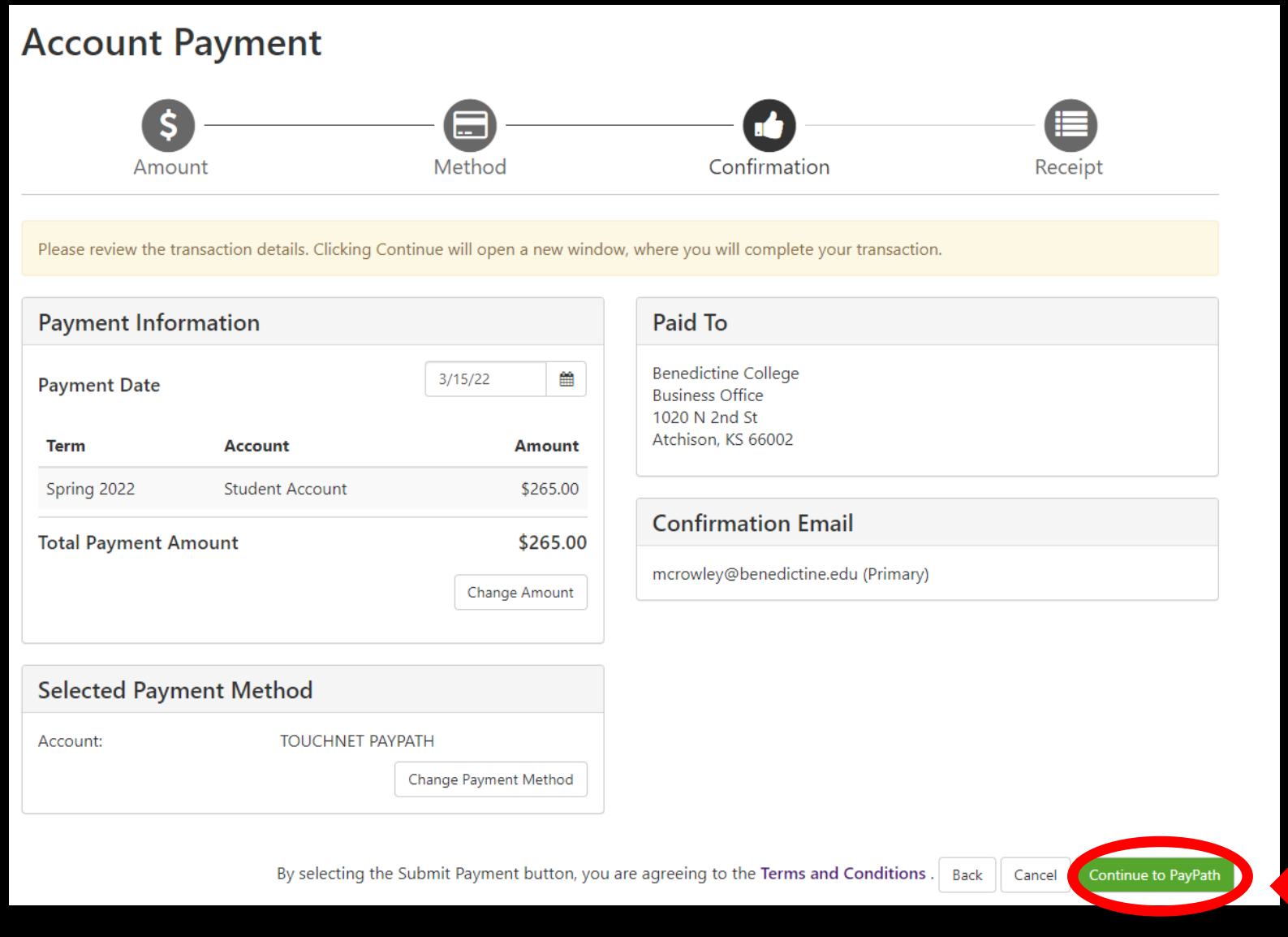
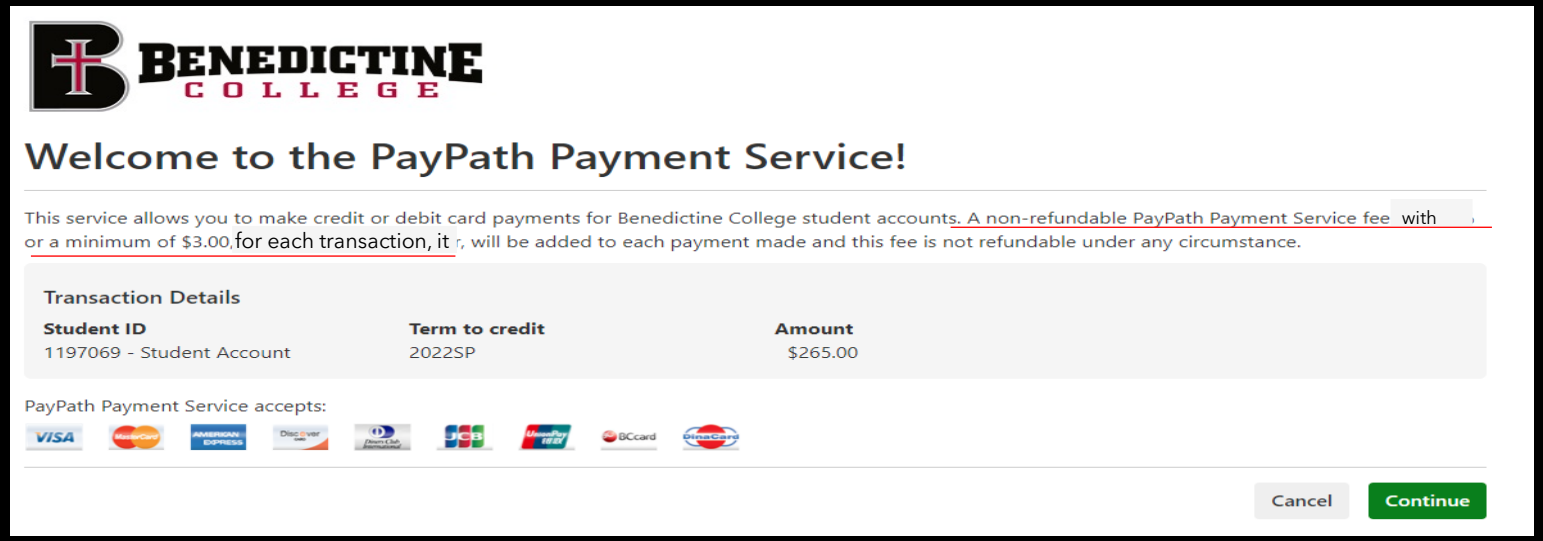
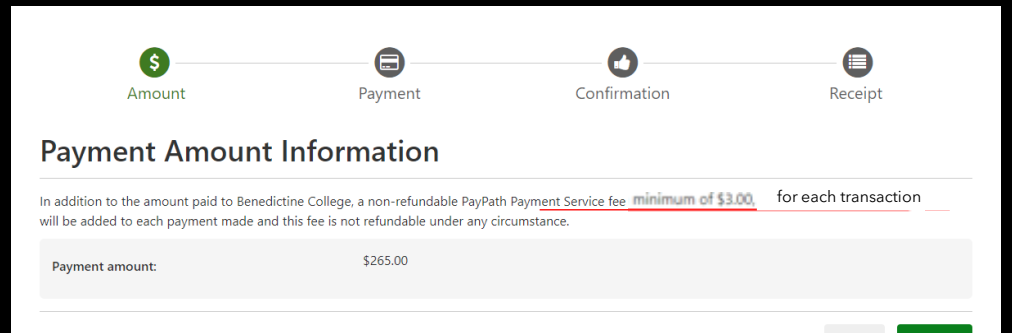
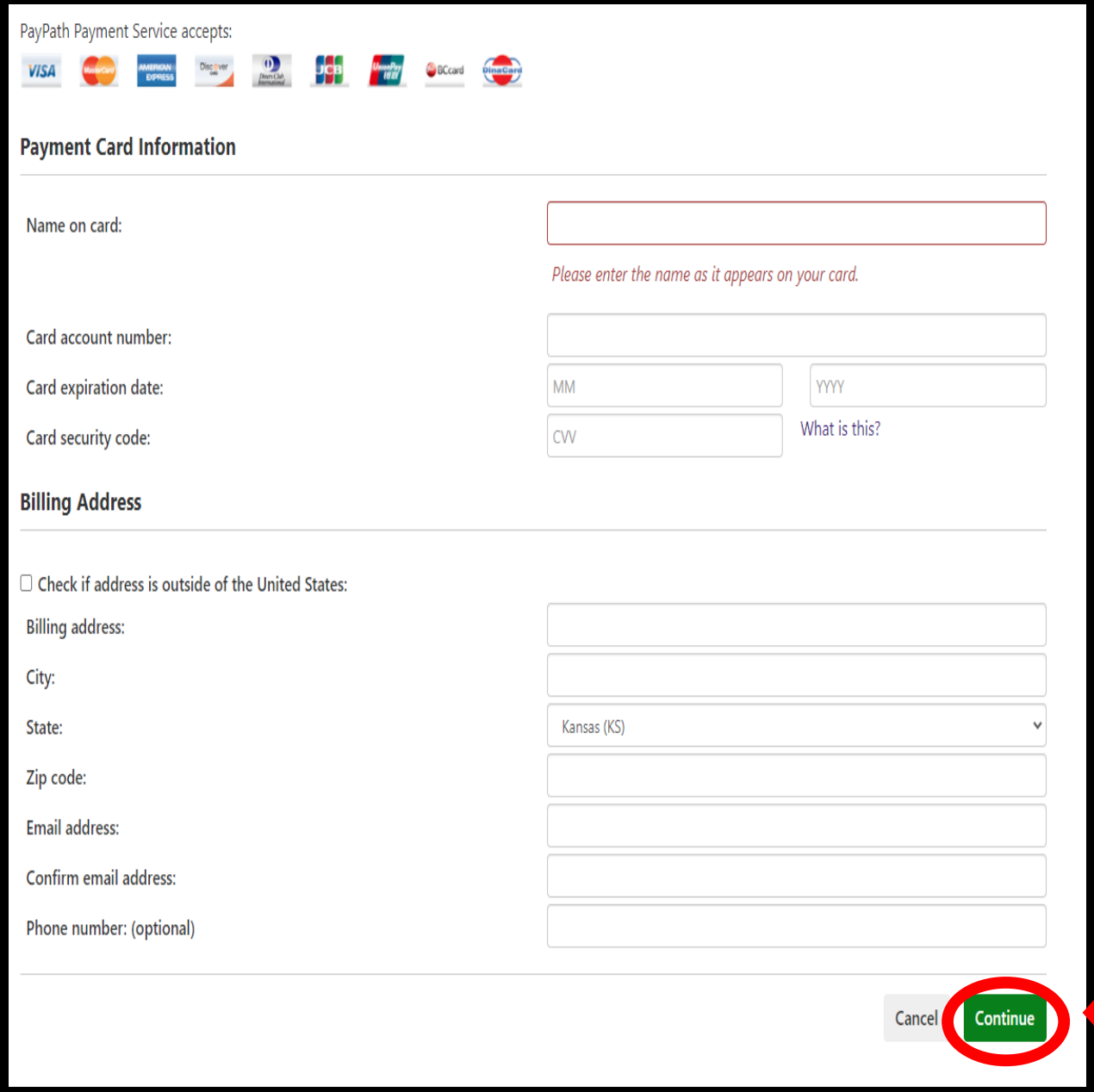


If Credit Card is selected, you will want to select the green button in the bottom right corner labeled "Continue to PayPath."

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.

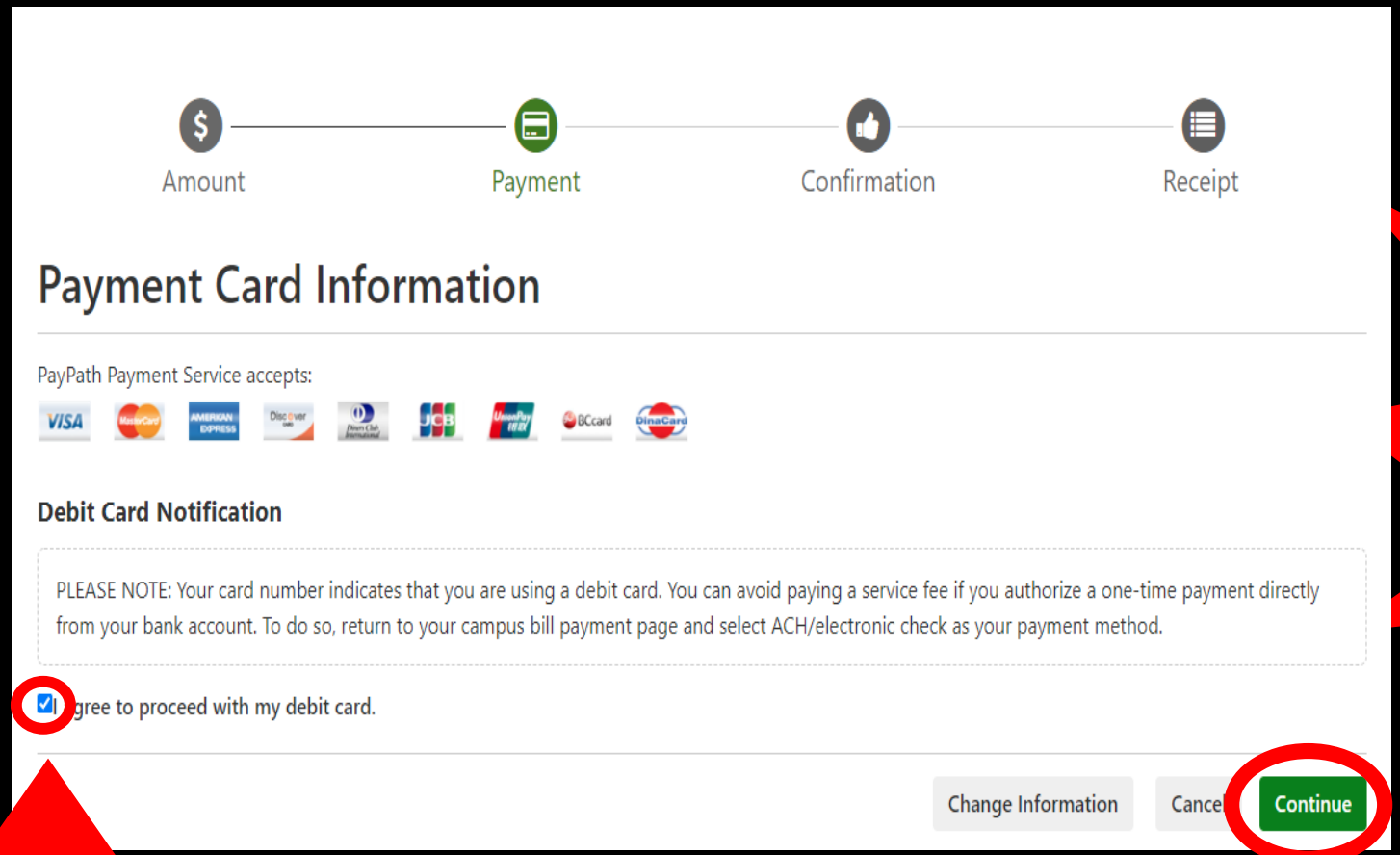






The 3rd page is where you will put in all your Credit Card Information.

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



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.

Amount | Payment | Confirmation | Receipt

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

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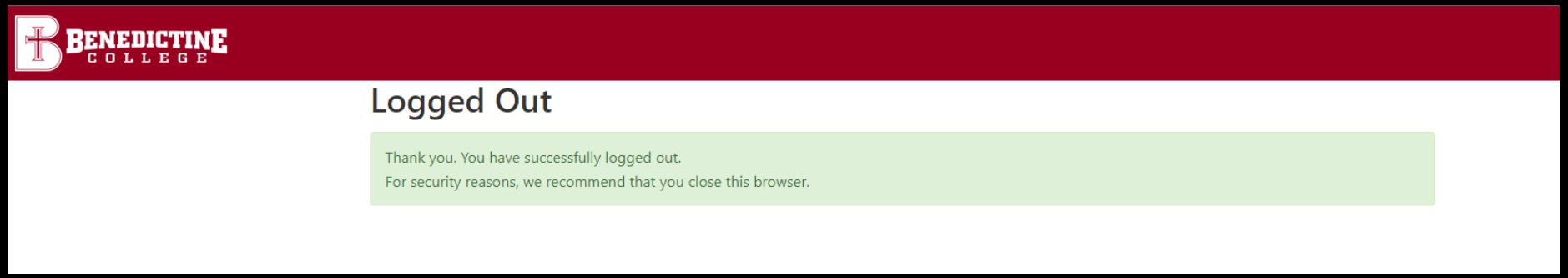

Benedictine College Business Office

Cray Seaberg Top Floor

Office hours: Monday-Friday:

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

bcbusinessoffice@benedictine.edu

913.360.7403