1. Go to go.umkc.edu/Pathway.

2. Type in your UMKC SSO ID (this is the part of your UMKC email before the @ symbol) and password and click “Sign In.”

   Note: If this is the first-time on Pathway, you must E-Consent, by clicking UM E-Consent on the bottom of the left menu. This will log you out and when you re-enter, you will have another menu option, “Self-Service”.

3. Click on Self Service, then Student Center. Scroll down to the “Finances” section of the Student Center page. Click on the Log Into TouchNet link in the middle of the Finances section.

   Note: Pop-up Blockers must be disabled at this step.

4. You will be directed to a UM System site and will need to re-enter your UMKC SSO ID and password in order to authenticate in to the TouchNet system.
5. Once authenticated, the TouchNet site will appear. You will be able to see your total balance on the Welcome screen and any current statements will appear on the bottom of the Welcome screen. If you know how much you want to pay, click on Make Payment. If you are wanting to make a minimum payment, but unsure of the amount, click on View Statements to see your most recent bill.
Student: Making a Payment

6. If you click on Make a Payment, the system will immediately take you to the Account Payment process. First, select the date you would like the payment to be initiated. Keep in mind that this MUST occur prior to the payment due date to avoid late fees. Then, select either Current Account Balance or Pay by Term. You can then enter the amount you are paying (make sure you enter the correct amount before continuing) and click Continue.
7. If you have set up a Payment Profile, the payment method will default to your preferred method. If you would like to use a different Payment Method, click on Change Payment Method. If no profile is set up, you can enter the payment account details and save for future use. Please note that neither the Cashiers Office nor an authorized user can access the details of your preferred payment method. If you are paying via eCheck, once this page is complete, click on Submit Payment and you will receive confirmation.
8. If you are paying via credit card, you will need to Change Payment Method and click on Credit Card via PayPath. Please note that credit card payments do incur a non-refundable service fee of 2.85% with a minimum charge of $3.00. Click Continue and the confirmation screen will allow you to “Continue to Paypath” – PayPath will open in a new window.
9. Enter the Student Date of Birth and Last Name and click Continue. A confirmation will appear and you will need to Continue through that as well.
10. Enter the Credit Card details and billing information.

11. Review the payment transaction and agree to the terms and conditions. Please note the PayPath Payment Service Fee amount will show on this page. Click on the Submit Payment button.
**Student: Making a Payment**

How to pay in TouchNet if your balance is showing as a negative and you are trying to pay a **prior term** balance.

Anticipated aid may make it appear that your balance is negative and do not owe UMKC any money. Your balance may show a negative as a result of your current anticipated aid even if you owe for a prior term.

To make a payment when your balance is negative due to anticipated aid, click on Pay by Term. In the term you want to pay, type in the amount you are paying (be sure the amount is correct before continuing) and click Continue.

The example below indicates that the current account balance is -$2,225.30 with a Fall 2021 balance -$3,567.20 and a Summer 2021 balance of $1,341.90. If paying toward the Summer 2021 balance, then type in the amount you want to in the Summer 2021 box.
Student: Making a Payment

How to pay in TouchNet if your balance is showing as a negative and you are trying to pay in the current term balance.

Click on Current Account Balance and type in the amount you are paying (make sure the amount is correct before continuing) then click Continue.

You will see the following message:

Make Payment

The current balance on the account Student Account is -$2,225.30
Are you sure you want to make the payment towards account?

Click on OK to continue with the payment.

Please note that if you have a negative balance but no anticipated aid, you cannot make a payment in TouchNet. An example would be if you previously overpaid and there is a credit balance, credits were issued that create a credit balance, or your aid disbursed but has not refunded yet.