

## Student: Making a Payment

1. Go to [go.umkc.edu/Pathway](http://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.*

The screenshot shows the UMKC Student Center interface. The Academics section is expanded, showing links for Grades, Search, Plan, Enroll, My Academics, Request Degree Audit, Transcript Audit Trail, Cert Letter Audit Trail, and Enroll: MU, S&T, UMSL. A message box states "You are not enrolled in classes." and there is a link for Enrollment Shopping Cart. Below this is a search bar with "other academic..." and a search icon. The Finances section is also expanded, showing links for My Account (Manage Direct Deposit, Paid Fees Letter, Bookstore Receipts, Parking Tickets, Billing Statement History) and Financial Aid (View Financial Aid). A message box states "You have no outstanding charges at this time." and a yellow button for Log Into TouchNet is visible.

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 or use the Express Pay box. If you are wanting to make a minimum payment, but unsure of the amount, click on View Statements to see your most recent bill.

The screenshot shows the UMKC Cashiers Office TouchNet interface. The top navigation bar includes "My Account", "Make Payment" (circled in red), "Payment Plans", "Refunds", and "Help". The main content area features an "Announcement" box, a "View Account: Roo Roo" section showing a balance of \$1,897.76, and a "Statements" section showing the latest eBill Statement for June 10 2019 for \$1,768.43. A yellow button for "View Statements" is visible. On the right, there is a "My Profile Setup" sidebar with links for Authorized Users, Personal Profile, Payment Profile, Security Settings, and Consents and Agreements. A yellow box highlights the "I would like to pay..." dropdown menu and the "Go!" button.

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6. If you click on Make a Payment or use the Express Pay box, 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 in order to avoid late fees. Then, type in the amount you wish to pay. The default is the total current balance, but you may modify that in order to reflect the amount you actually would like to pay. Click Continue.

### Account Payment

Amount      Method      Confirmation      Receipt

Payment Date: 6/10/19

Current account balance: \$1,897.76

Payment Total: \$1,897.76

Cancel   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.

Please review the transaction details, then submit your payment.

<b>Payment Information</b> Student Account: \$1,897.76 Payment Amount: \$1,897.76 (Change Amount) Payment Date: 6/10/19	<b>Paid To</b> University of Missouri-Kansas City 5100 Rockhill Rd. Kansas City, MO 64110
<b>Selected Payment Method</b> WEBCHECK - "Kasey's Account" Account: xxxxx4321 Billing Address: Kasey Roo, 123 Roo, Kansas City, MO 64112 (Change Payment Method)	<b>Confirmation Email</b> Primary

Back   Cancel   **Submit Payment**

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- 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.

### Account Payment



Amount \$1,897.76

Method Select Method ▼

Select Method

**Saved Payment Methods**

My Checking

**Other Payment Methods**

Electronic Check (checking/savings)

**Credit Card via PayPath**

\*Credit card payments are subject to a non-refundable service fee of 2.85% with a minimum charge of \$3.00. A non-refundable service fee will be applied to all credit card payments.

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

Payment Information	
Student Account	\$1,897.76
Payment Amount	\$1,897.76 <input type="button" value="Change Amount"/>
Payment Date	6/10/19 <input type="button" value="Calendar"/>

Selected Payment Method
TOUCHNET PAYPATH <input type="button" value="Change Payment Method"/>

Paid To
University of Missouri-Kansas City 5100 Rockhill Rd. Kansas City, MO 64110

Confirmation Email
Primary

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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.



## Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for University of Missouri-Kansas City student accounts. PayPath accepts most major Credit/Debit cards for your convenience. A non-refundable PayPath service charge of 2.85% (minimum \$3.00) will be added to your card payment. You will be given an opportunity to approve your payment prior to processing. Your campus also accepts ACH bank transfers outside of this service without charge. Thank you for using PayPath.

Please enter the following information:

Student date of birth:

  

Student last name:

Term:

Spring 2018

Student ID

Amount

02250824 - Student Account

\$1,897.76

PayPath Payment Service accepts:



Cancel

Continue

  
Amount

  
Payment

  
Confirmation

  
Receipt

## Payment Amount Information

In addition to the amount paid to University of Missouri-Kansas City, a non-refundable PayPath Service Fee of 2.85% will be added to your payment with a minimum charge of \$3.00. You will have an opportunity to approve the complete transaction before submitting payment.

Payment amount:

\$1,897.76

Cancel

Continue

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### 10. Enter the Credit Card details and billing information.

PayPath Payment Service accepts:



\*Indicates required fields

#### Payment Card Information

\* Name on 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:

### 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.

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

Payment to University of Missouri-Kansas City:	\$1,897.76
PayPath Payment Service Fee	\$54.09
Total payment amount:	\$1,951.85
School name:	University of Missouri-Kansas City
Student last name:	ROO
Payer name:	
Billing address:	
City:	
State:	
Zip code:	
Email address:	
Phone number:	
Card account number:	
Browser internet address:	
Business correspondence address:	TOUCHNET INFORMATION SYSTEMS INC 15520 COLLEGE BLVD. LENEXA, KS 66219 UNITED STATES

#### Terms and Conditions

I hereby authorize charges totaling \$1,951.85 via my credit card. I understand that a **PayPath Payment Service fee of 54.09** will be charged to my credit card and is not refundable under any circumstances.

I agree to the terms and conditions.