

# Payment Guide

**Students** choose the Bill + Payment for Students link below (go to page 2 on guide).

**Authorized Users** choose the Bill + Payment for Authorized Users link below (go to page 3 on guide).

The screenshot shows the Student Accounts Office website. The header includes a navigation bar with links: HOME, APPROVED TUITION & FEES, PAYMENTS, CALENDAR, FORMS, POLICIES, FAQ, and CONTACT. The main content area features a sidebar with links under 'Finance Offices' (Third Party Billing Office, Cashiers Office, Account & Loan Management) and 'Bill + Payment PDF Guides' (Payment Instructions, Direct Deposit Guide, MSSC Portal Guide, Payment Plan Guide). The main text area contains a mission statement, an 'ATTENTION STUDENTS' notice about a system change on March 6, and a 'Pay Online' section. The 'Pay Online' section states that online payment is available through a secure portal at [Bill+Payment for Students] or [Bill+Payment for Authorized Users]. It also notes that the system is unavailable nightly from 10:30 pm to 12:00 am and provides a link to the FAQ for help. Two arrows, one green and one yellow, point to the respective links in the 'Pay Online' section.

**Student Accounts Office**

**Pay Online**

Online payment is available through a secure portal at [Bill+Payment for Students] or [Bill+Payment for Authorized Users]

**The system is unavailable nightly from 10:30 pm – 12:00 am**

Having trouble logging in? [Try FAQ for help.](#)

# Payment Guide: Student Log In



NetID

[› Forgot your password?](#)

Password

[› Need Help?](#)

☐ Don't Remember Login

Login

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Information Technology Services  
703-993-8870  
[support@gmu.edu](mailto:support@gmu.edu)

Mason Students Only:

Log into the TouchNet Bill and Payment System with your **NetID** and Password. Using regular Single Sign on.

# Payment Plan Guide: Authorized User Log In

**TouchNet Login Page**

Authorized User

Authorized Users sign with their email and the password set up through the Authorized User set up process.\*

Welcome to George Mason University Student Account Suite. This service lets students and their families view bills, make payments, and manage the student account.

**ATTENTION STUDENTS** — This login portal is only for Authorized User accounts. For student login to the George Mason University Student Account Suite please use:  
[https://secure.touchnet.com/C20788\\_tsa/web/caslogin.jsp](https://secure.touchnet.com/C20788_tsa/web/caslogin.jsp)

**Student Account Center**

- Check your balance.
- Make a payment towards your balance.
- View your payment history.
- Store your payment methods for quick and easy payment.
- As a student, provide permission to others (parents, employers, etc) to view your bill and make payments.

**E-Billing**

- View and print your billing statement.

\*To create an Authorized User, refer to the Authorized User Set Up instructions on the Student Accounts website  
<https://studentaccounts.gmu.edu/wp-content/uploads/AuthorizedUserSetup.pdf>

This is the TouchNet Home Page, you can get to many different sections from here. To make a **one-time payment**, click the green “Make Payment” button in the middle of the screen or “Make Payment” at the top of the screen.

George Mason University

Logged in as [User Name] Logout

My Account My Profile Make Payment Payment Plans Help

**Announcement**

Welcome to George Mason University's Bill and Payment System.

User guides on making payments, payment plan set up, and establishing Authorized Users are now available on the Student Accounts Office website.

VISA, MasterCard, Discover and American Express will be accepted online only, and a convenience fee will apply. Electronic check payments may be made without a fee.

**Important for credit card payers:** Please ensure that your credit card payments do not exceed your transaction limit. If you receive the warning 'A system error occurred, please try again later' message, do NOT reattempt the transaction until you contact your financial institution.

**Please note pending future aid cannot be used to pay past due balance.**

**System Availability Note:** Our system is unavailable daily from 10:30 PM to 1:00 AM and Sundays from 7:00 AM to 11:55 AM (U.S. Eastern Time Zone) for maintenance.

**Questions?**

Please contact the Student Accounts Office at (703) 993-2000

**Need to make an international payment?**

International students can choose one of two payment options. Both allow students to pay tuition and fees in your local currency from nearly any county and offer excellent foreign exchange rates:

- Go to the "Make Payment" tab, choose TransferMate in the drop-down menu and follow the prompts. Watch this video for a quick demo.
- Go to Flywire portal and follow the prompts.

Learn more about tuition insurance click here .

**Student Account** ID: [ID Number]

Balance \$0.00

View Activity Make Payment

**Statements**

Click the button to view your current account balance and details.

Demand Statement

**My Profile Setup**

- Authorized Users
- Personal Profile
- Payment Profile
- Consents and Agreements

**Term Balances**

**International students:** If you would like to make payment with international funds, you have the option of using the Flywire or TransferMate platforms.

International payment instructions: <https://studentaccounts.gmu.edu/payment-information/>

After selecting “Make Payment” you will be routed to this screen. Here, you will enter how much you would like to pay as well as for what term (semester). You may choose to either pay the “**Current Account Balance**” or to “**Pay By Term**”.


The screenshot shows the 'Account Payment' interface for George Mason University. At the top is a green header with the university logo and a 'Logout' link. Below this is a navigation bar with links: 'My Account', 'My Profile', 'Make Payment', 'Payment Plans', and 'Help'. The main content area is titled 'Account Payment' and features four steps: 'Amount' (with a dollar sign icon), 'Method' (with a card icon), 'Confirmation' (with a thumbs up icon), and 'Receipt' (with a receipt icon). Below the steps, there is a 'Payment Date' field set to '2/28/24'. The 'Select Payment Option' section has two radio buttons: 'Current Account Balance' (with a value of '\$12,929.70') and 'Pay By Term' (with a subtext 'Select which semester terms to pay'). The 'Pay By Term' option is highlighted with a yellow border. Below this is a 'Personal Note' section with a text area and a label 'Enter a brief payment note'. At the bottom right, a 'Payment Total' of '\$0.00' is displayed, and a green 'Continue' button is at the bottom right.


“Current Account Balance” will present you with the full balance owed between all semesters. You will be able to edit this amount, but the payment will be attributed to the current term. “Pay By Term” will allow you to pay balances due in specific terms and your payments will be attributed to those specific terms. Regardless of the option selected, payments will always be applied to the oldest term balance first.


If you select “Current Account Balance” you will be presented with the full balance owed on the account. You will be able to edit this amount, but the payment will be attributed to the current term.


Edit the amount you wish to pay and click “Add”. The payment total will populate at the bottom right corner. Then press the “Continue” button.


### Account Payment

Amount

Method

Confirmation

Receipt

Payment Date:  

#### Select Payment Option

☒ **Current Account Balance**  
\$12,929.70

☐ **Pay By Term**  
Select which semester terms to pay


#### Current Account Balance

Enter payment amount and click 'Add' to include in the payment total.

Student Account | \$12,929.70

\$

Add





#### Personal Note

Enter a brief payment note

Payment Total


\$0.00





 [Continue](#)


If you select “Pay By Term” you will be presented with balances due by term. You will be able to edit amounts, and your payment will be attributed to respective terms. Edit the amount you wish to pay and click “Add”. The payment total will populate at the bottom right corner. Then press “Continue”.

### Account Payment

Amount

Method

Confirmation

Receipt

Payment Date:

#### Select Payment Option

☐ Current Account Balance  
\$12,929.70

☒ Pay By Term  
Select which semester terms to pay

#### Pay By Term

Enter payment amount and click 'Add' to include in the payment total.

Summer 2023 | \$6,762.00

Add

Spring 2023 | \$6,167.70

Add

#### Personal Note

Enter a brief payment note

Payment Total

\$0.00

Continue

Select the method of payment by clicking the drop down menu “**Select Method**”. Choose method of payment and click “**SELECT**” to continue.

The next section is relevant for **electronic check payments only**, for credit/debit card payments via Paypath, please skip to the credit card payments instructions on page 12.

If the **payment amount** needs to be adjusted, then click “Back”.

George Mason University Account Payment page. The page shows a progress bar with four steps: Amount, Method, Confirmation, and Receipt. The Amount field is set to \$1.00 and is highlighted with a green box. The Method field has a dropdown menu labeled "Select Method" and a "Select" button, both highlighted with a red box. A blue arrow points from the "Select Method" dropdown to a larger inset showing the dropdown menu expanded. The inset shows "Select Method" at the top, followed by "Saved Payment Methods" with "My checking" selected and highlighted with a red box. Below that are "Other Payment Methods" including "Electronic Check (checking)" and "Credit Card via PayPath". The page also includes a "Logout" link, navigation tabs for "My Account", "Make Payment", "Payment Plans", and "Help", and a "My Profile" link. A "Back" and "Cancel" button are at the bottom right of the form area.

If you **saved** your payment method, an option to select it will be displayed under Saved Payment Methods.



After selecting electronic checking as the payment option, you must enter your personal bank account information in the **boxes** on the left. Please ensure the routing and bank account numbers are keyed correctly. Incorrect information may lead to a returned check and \$50 non-refundable returned check fee.

GEORGE MASON UNIVERSITY

Logged in as: | Logout

My Account Make Payment Payment Plans Help My Profile

## Account Payment

Amount: \$1.00

Method: New Electronic Check (checking) Select

### Account Information

\* Indicates required fields

You can use any personal checking 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.

\*Routing number: (Example)

\*Bank account number:

\*Confirm account number:

### Option to Save

☐ Save this payment method for future use

Save payment method as: (example My Checking)

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.

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

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A \$50 fee is charged for all returned web checks including **incorrect** account information.

Please double check your information. Do not copy/paste the account number.

If your bank has 2 routing numbers (wire and ACH), use the ACH routing number. Do not enter a debit card number as your bank account number.



You may save your information for future payments.

This is a summary page for an electronic check payment.

**Review the account information** before you click “Submit Payment”.

If any information is incorrect, click on “back” to re-enter your account information.

The University is not responsible for information keyed incorrectly by the payer and returned check fees will not be waived.

Logged in as: | Logout 

My AccountMake PaymentPayment PlansHelpMy Profile

## Account Payment

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

**Submit Payment**  
Please review the transaction details, then submit your payment.

Payment date: 6/21/17

Payment amount: \$1.00

Account type: Checking

Routing number:	xxxxxxxx
Account number:	xxxxxxxx

Name on Account 

Student's Name

E-mail: 

example@gmu.edu


Payment profile name: 

Name of account


Submit Payment

Back


Cancel




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This is the payment confirmation page and is the receipt for the payment. It is suggested that you take a screenshot of the page to have a copy of the receipt for personal use. The student should also receive an automated email. Submission of a check payment does not imply the funds have successfully transferred from the bank. Please allow up to 10 days for successful transfer.



Logged in as: | Logout

 My Account Make Payment Payment Plans Help My Profile

## Account Payment

Thank you for your payment. We will send you a confirmation e-mail with payment details. For a record of all your payments, please see the Payment History.

Amount	Payment method	Confirmation	Payment Receipt
--------	----------------	--------------	-----------------

### Payment Receipt

Your payment in the amount of \$1.00 was successful. A confirmation email was sent to **example@gmu.edu**. Please print this page for your records.

Payment date:

6/21/17

Amount paid:

\$1.00

Student name:

**Student's Name**

Paid to:

George Mason University

UNITED STATES

Account number:

xxxxxxxx


Name on account:

**Student's Name**

Account Type:

Checking

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Below is an example of the automated email that is sent to the student. It will go to their GMU email.

-----Original Message-----

From: saccount@gmu.edu [mailto:saccount@gmu.edu]

Sent: Wednesday, June 21, 2017 9:50 AM

To: **Student's Name**

Subject: Thank you for your payment

This is an automated message to confirm that your payment has been submitted. Please note that this payment is subject to approval and final verification.

===== PAYMENT DETAILS =====

Student Name --- [**Student's Name** ]

Student Account --- [ **xxxxxxxxx (G number for the student)** ]

Term --- [ **Semester** ]

Payment Method --- [ **Usually the name of the bank** ]

Amount --- [ **\$1.00** ]

## For Credit/Debit Card Payments Only

**Amount** \$1.00

**Method**

✓ Select Method

Main Checking

New Electronic Check (checking)

Credit Card via PayPath

Select

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

If you wish to pay by credit or debit card, choose “PayPath” as your method of payment, then click “Select”.

***Please note that a non-refundable convenience fee is charged for credit and debit card payments!***

If you have a debit card, you may wish to instead pay by web check and use the bank account information for that card to avoid the convenience fee.

GEORGE MASON UNIVERSITY

Logged in as: | Logout

My Account Make Payment Payment Plans Help My Profile

### 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 Amount \$1.00  
Change Amount

Payment Date 5/1/18

**Selected Payment Method**

TOUCHNET PAYPATH  
Change Payment Method

**Paid To**

George Mason University

**Confirmation Email**

Primary USERNAME@gmu.edu  
Secondary SECONDARY EMAIL

Back Cancel Continue to PayPath

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A prompt confirming the payment amount and the payment type will appear.

Click “Continue to PayPath”.

***A new window will open taking the payer to the PayPath site to complete the transaction.***

This is what the PayPath pop up screen will look like. Click “Continue”.

**PayPath®** | Payment Services












### Welcome to the PayPath Payment Service!

This service allows you to make real-time Credit or Debit card payments for George Mason University 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:

Term:	Summer 2018
Student ID	Amount
GXXXXXXXX - Student Account	\$1.00

PayPath Payment Service accepts:



Cancel

Continue

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**touchnet\***

The amount of the non-refundable convenience fee will be presented here for your review and approval.

This fee is determined by TouchNet and subject to change. Please pay attention to the amount presented on the screen.

By selecting continue, you acknowledge the convenience fee rate. The dollar value of that rate will be presented before completion of the payment.

**PayPath®** | Payment Services

Amount Card Info Confirmation Receipt

### Payment Amount Information

In addition to the amount paid to George Mason University, 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:	\$1.00
-----------------	--------

Cancel Continue

The first screen shows a summary of the payment amount to GMU. Click “Continue” after reviewing.

**PayPath®** | Payment Services

Amount Card Info Confirmation Receipt

PayPath Payment Service accepts:

Visa Mastercard American Express Discover

\*Indicates required fields

### Payment Card Information

\* Name on card:

\* Card account number:

\* Card expiration date: MM YY

\* 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:

Select continue to review your payment details before submitting.

Cancel Continue

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The next screen provides a place to enter your credit or debit card information.

**Double check all information entered to verify accuracy.**

All the fields with the red-stars are required.

Click “Continue” when done.

1. Amount

2. Card Information

3. Submit

4. Receipt

### Review Details and Submit Payment

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

Payment to George Mason University:	\$500.00
PayPath Payment Service Fee:	\$13.75
Total payment amount:	\$513.75
School name:	George Mason University
Student ID:	xxxxx6607
Payer name:	Student Name
Billing address:	4400 Univeristy Drive
Billing city:	Fairfax
Billing state:	VA
Billing postal code:	22030
Email address:	mail@gmu.edu
Phone number:	123-123-1234
Card number:	xxxxxxxxx2222
Browser internet address:	129.174.52.101

### Terms and Conditions

I hereby authorize charges totaling \$513.75 via my credit/debit card. I understand that a PayPath Payment Service fee of \$13.75 will be charged to my credit/debit card and is not refundable under any circumstances.

☐ I agree to the terms and conditions.

Submit Payment

Change Information

Cancel

Review the details of the payment. If everything is correct and you agree to the Terms and Conditions, check the “I Agree to the terms and conditions” box. Then, click “Submit Payment”.\*

If the payment information is incorrect, please click “Change Information” and make corrections.

The amount of the convenience fee will be presented here, this fee is non-refundable. This fee must be processed by your card servicer **before** the payment is processed.

*\*Please click the “Submit Payment” button only **once**, as multiple clicks **may** result in multiple payments.*



1. Amount

2. Card Information

3. Submit

4. Receipt

### Thank you for using PayPath Payment Service!

A payment was processed and posted successfully to your George Mason University account. Please print this page as your receipt and close this payment session. A confirmation email was sent to mail@gmu.edu

#### Your credit card statement will reflect two transactions with the following information:

"George Mason University"	\$500.00
"PayPath Conv Fee"	\$13.75

### Receipt Information

Payment to George Mason University:	\$500.00
PayPath Payment Service Fee:	\$13.75
Total payment amount:	\$513.75
School name:	George Mason University
Student ID:	xxxxx6607
Payer name:	Student Name
Billing address:	4400 Univeristy Drive
Billing city:	Fairfax
Billing state:	VA
Billing postal code:	22030
Email address:	mail@gmu.edu
Phone number:	123-123-1234
Card:	Visa
Card number:	xxxxxxxxxx2222
Date and time:	11/19/2013 02:22 PM
Browser internet address:	129.174.52.101
Reference number:	20131119000000
George Mason University receipt ID:	1127760

### George Mason University Contact Information

If you have any questions concerning this transaction, please contact George Mason University at:

Contact phone:	(703) 993-2484
Contact email:	saccount@gmu.edu

### Terms and Conditions

I hereby authorize charges totaling \$513.75 via my credit/debit card. I understand that a PayPath Payment Service fee of \$13.75 will be charged to my credit/debit card and is not refundable under any circumstances.

Close

Print

This is the payment receipt page. Click "Print" to print a copy of the receipt. We strongly advise payers to keep a copy of their receipt for their records.

The student will also be emailed a confirmation of the payment. If there is an issue with the payment, a failed payment notification email will be sent.

Click "Close" to close PayPath window and return to the TouchNet Bill and Payment System.