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).
Payment Guide: Student Log In

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

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

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
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.

**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/](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”.

“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.
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

Payment Instructions for the Bill and Payment System
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”.

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.

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.
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.
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 ]
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.

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”.

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

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.
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.
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.